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U. S. MARINE CORPS

NAVMC P-1098-PD

(Revised January 1959)

MARINE CORPS
MAR 23 1970
REFERENCE BRANCH
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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

15 January 1959

The Personnel Accounting Technical Manual (NAVMC P-1098-PD) (Regular Establishment) is issued for instruction and guidance in matters concerning the processing of personnel accounting records and documents at Data Processing Installations and supersedes that part of the Personnel Accounting Technical Manual, 1954, pertaining to Regular Establishment, and supplements thereto.

A. LARSON
Brigadier General, U. S. Marine Corps
Director of Personnel

Distribution: "DW"

INTRODUCTION TO THE PERSONNEL ACCOUNTING TECHNICAL MANUAL

0001 PURPOSE

1. This manual constitutes the personnel accounting instructions for Data Processing Installations. It contains instructions prescribed by the Commandant of the Marine Corps, relative to the processing of personnel accounting system documents and report preparation.

2. The manual will be referred to as the "Personnel Accounting Technical Manual" (abbreviation-PATM) (Regular Establishment).

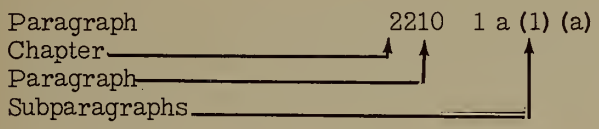
0002 SCOPE

1. So far as practicable, all personnel accounting instructions for the DPI which are of a permanent nature and which are issued or to be issued by the Commandant of the Marine Corps will be published for inclusion in this manual.

0003 FORMAT

1. The Personnel Accounting Technical Manual is published in loose leaf form with pages of each chapter numbered in sequence beginning with 1. Each page number is preceded by the number of the chapter. For example, the third page of Chapter 2 is numbered 2-3.

2. The paragraph numbering system used is based on a four digit number which may be broken down as follows:



0004 CHANGES

1. Upon approval by the Commandant of the Marine Corps, changes to the Personnel Accounting Technical Manual will be promulgated periodically as required and will be numbered consecutively.

2. In cases where an immediate change of information regarding personnel accounting matters is necessary, instructions will be issued by message or Naval Speedletter. Subsequently, the effects of such communications will be included in a printed change to the Personnel Accounting Technical Manual.

3. Revisions and changes will be indicated by an arrow symbol (➧) which reflects the latest change on a given page. The change number will be shown at the bottom of each page.

RECORD OF CHANGES

CHANGE NO.	DATE ENTERED	ENTERED BY (Sig. & rank)

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CHAPTER 1: INTRODUCTION TO THE PERSONNEL ACCOUNTING SYSTEM

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CHAPTER 1

INTRODUCTION TO THE PERSONNEL ACCOUNTING SYSTEM

PART A: GENERAL

1000 WHAT IS PERSONNEL ACCOUNTING

1. The Marine Corps Personnel Accounting System is essentially a formal method or plan governing the procurement or recruitment, identifying, sorting, classifying and codifying other specific and pertinent personnel data for manual, mechanical or electronic processing.

1001 WHY A PERSONNEL ACCOUNTING SYSTEM

1. The Marine Corps Personnel Accounting System was designed to reduce the repetitious reporting of personnel information; to reduce administrative overhead; and to speed up the assembly, maintenance and dissemination of personnel data.

1002 CONCEPT OF ACCOUNTING ESTABLISHMENTS

1. For personnel accounting purposes, the Marine Corps is considered as two separate establishments for each of which an accounting card file is maintained. These establishments are:

a. THE REGULAR ESTABLISHMENT

(all personnel on active duty, except for temporary active duty or active duty for training)

b. THE RESERVE ESTABLISHMENT

(all Class II and III reservists and Fleet Marine Corps Reserve not on extended active duty)

2. The Regular and Reserve Establishments are processed separately at Headquarters Marine Corps. Transfer between the Regular Establishment and Reserve Establishment are processed as a separation (loss) to one establishment and an accession (gain) to the other.

1003 DEFINITIONS OF TERMS

1. These definitions are provided for a uniform understanding of certain key terms used in this manual.

TERMS	DEFINITION
ALPHAMERIC	Refers to printed, punched, or coded characters when they may be alphabetic, decimal digits, punctuation marks, symbols or combinations thereof.
ANTICIPATED ACCOUNTS FILE	This file is maintained by each DPI and consists of punched cards received from other DPI's for individuals enroute to a reporting unit serviced by the cognizant DPI. The maintenance of this file eliminates the preparation of an IRC whenever individuals are transferred between units serviced by different DPI's. (For individuals transferred between units within the DPI see definition of "Pending Section".)

TERMS	DEFINITION
APPROPRIATE BLOCK	An appropriate block is utilized on the IRC and accounting card to identify the block in which information will be typed on the IRC or coded on the punched card.
AS OF ENTRY	An as of entry reports occurrences which happened on a date prior to the date for which the diary is being prepared. An as of entry normally represents information of which the reporting unit had no knowledge at the time of occurrence.
BATCH CARD	A card which contains the summarization of strength totals by unit; total of officers and enlisted separately; and the total of all service numbers (officer and enlisted combined) in a reporting unit. This card is utilized in zero balancing to indicate shortages or overages in the reporting unit file.
CONTROL LISTING	A control listing is a device used by the Analyst Auditing Section to audit punched accounting cards and batch cards of the analyst work group.
CUT-OFF DIARY	The most recent diary utilized to provide information when preparing a report or other personnel accounting system document.
DISBANDMENT ROSTER	A roster that is prepared when all individuals have been transferred from a reporting unit and unit diary submission is terminated for that unit. This roster will show all the personnel who appeared in the account since the last monthly personnel roster was prepared and the date the individuals were transferred.
DPI	Data Processing Installations are service-type facilities which employ electric accounting and electronic data processing machinery, separately or in combination, in processing basic data into punched card form, magnetic or paper tapes, or other acceptable storage medium, and the extraction of data therefrom for authorized using agencies.
DROP SECTION	A file of accounting cards of personnel dropped from the rolls of the unit during the processing by transfer or separation constitute the drop section of the file.
GANG PUNCH	An electrical accounting machine operation in which the information from a master card is copied to a group of detail cards.
EAM	Electric Accounting Machine
HQMC FORWARDING HOLD FILE	The HQMC Forwarding Hold File consists of tabulating cards resulting from analyst file processing that are destined to be submitted to HQMC to update the HQMC files.
IRC	The IRC (Individual Record Card) is a summary card reflecting specific information extracted from the service record book and officer's qualification record for use in personnel accounting. It is considered the basic work sheet of the accounting system in that it is prepared by the reporting unit to establish all items of personnel information required in the Personnel Accounting System.

TERMS	DEFINITION
MISSING DOCUMENT CHECK-OFF SHEET	A document that the coding analyst maintains to insure that missing attached documents to unit diaries are requested from the reporting unit and eventually received at the DPI.
MASTER CONTROL FILE	A file maintained at HQMC which contains an accounting card on all personnel in the Marine Corps on active duty.
MONTH OF EDA (Estimated date of Arrival)	This date is coded into the punched card of each individual transferred to indicate the month in which he is due to report at his new duty station to which enroute in the case of transfer.
NAME AND SERVICE NUMBER CHANGE CODING SHEET	This is a coding form utilized by the coding analyst to prepare a card for submission to Headquarters Marine Corps to indicate correction or change of a name or service number.
OFF COLOR CARD	An off-color card is a substitute card, usually with a corner-cut and/or coloring different from the coding analyst file, which is inserted into the file to indicate that a card has been temporarily removed or that an addition to the file is to be effected.
PENDING SECTION	This portion of the coding analyst files consists of punched cards of persons who are to join from a reporting unit within the DPI. In addition, cards of persons already joined but which are held aside awaiting some phase of processing may be included in this section.
PULL CARDS	A pull card is a card utilized to extract another card from a master file, e.g., a name and service number change card would extract an accounting card containing incorrect name or service number from the master file.
REPORTING UNIT ERROR SHEET	The error sheet is a device used by the coding analyst to record the types of errors reported on each diary by the Reporting Unit.
SIGNIFICANT TYPE CHANGE	This is a type of change that must be identifiable in the system since a requirement exists for specifically counting this particular type of change, e.g.,Ø1-type of change name correction, 2Ø-type change promotion.
SKELETON ACCOUNTING CARD	An accounting card which does not contain all required information on the Marine. A skeleton accounting card is identified by an X punch in column 64 of the card.
SOURCE DOCUMENTS	A source document of the Personnel Accounting System is written proof of matter to be entered into the system, such as Unit Diaries, Individual Record Cards, Enlistment Contracts or Records of Induction, Extensions of Enlistment, rosters supporting unit diary group entries, Monthly Personnel Rosters and other documents, submission of which might be directed by CMC.

TERMS	DEFINITION
SUSPENSE JOINING FILE	This file consists of punched accounting cards reproduced from static cards of recruits. Use of this file enables the coding analyst to ascertain that like information on recruits has been furnished by both the recruiting station and the initial reporting unit accounting for the individual.
UNIT DIARY NUMBER CARRY OVER	The coding analyst records the diary number for the last diary received for the preceding month on the current month's diary check-in sheet. This action is a safeguard to insure consecutive numbering of unit diaries.
UPDATE	The process by which personnel accounting record files are changed to reflect the most current information available.
WITHHELD DIARIES FROM PROCESSING	When a coding analyst receives a unit diary that is not in chronological sequence, thus indicating that a unit diary is missing, he would withhold this diary from coding until the missing diary is received.
WORK GROUP	Accumulation of coding on accounting cards from unit diaries and attached documents and forwarded as a group to EAM Operation Unit.
ZERO BALANCE	An electrical accounting machine operation in which the service number of each individual in a reporting unit and a strength total of one (1) for this same individual is deducted from the accumulated service number and strength totals contained in the batch control card. This subtraction should result in a zero balance for both service number and strength totals upon completion of the operation. Zero balancing will indicate shortages or overages in the reporting unit file if such a condition exists.

PART B: PERSONNEL ACCOUNTING CARDS

1100 DEFINITION

1. The cards used in the personnel accounting system as defined in paragraph 1120, are the means by which information is recorded for use in electric accounting machines. The information is recorded by punching holes in the card.

1110 PURPOSE

1. The cards, defined in paragraph 1120, are used to produce tabulated or listed reports of the information punched in the card. The punched holes in the card may be counted or otherwise translated into printed form by electric accounting machines.

1120 TYPES

1. There are three basic cards used in personnel accounting. These cards are explained as follows:

a. PERSONNEL ACCOUNTING CARD (hereafter referred to as accounting card) identifies an individual and contains military and personal information about him, much of which changes many times during his contracted term of service. This information reflects the marine's current status and qualifications such as:

(1) Rank

(2) Expiration of active service

(3) Military Occupation Specialty

(4) Dependents

(5) Reporting Unit to which assigned

(6) Civilian Education and Occupation

b. PERSONNEL STATIC CARD (hereafter referred to as static card) identifies an individual and contains military and personal information about him which seldom changes during his contracted term of service such as:

(1) Date and Place of Birth

(2) Home of Record

(3) Contract and Duty Limitation

(4) Military service prior to current contract

c. BATCH CONTROL CARD (hereafter referred to as batch card) is used primarily to control the analyst's accounting card file of the reporting unit. It contains information pertaining to the reporting unit such as:

(1) Date of last unit diary processed at the DPI

(2) Actual Officer, Enlisted, and unit strength

(3) Identity of the unit

PART C: HOW THE PERSONNEL ACCOUNTING SYSTEM OPERATES

1200 GENERAL

1. The reporting units collect pertinent data on individuals and the unit. This data is recorded on personnel work records and documents and furnished to the Data Processing Installation in accordance with Chapter 6, PRAM.

2. Accuracy, completeness, and timeliness are important in each operation of the Personnel Accounting System. These operations are technical and require special knowledge and abilities. Regular systems of audit within the Data Processing Installation must be instituted and practiced.

1210 CODING AND AUDITING

1. The coding analysts check the records and documents received from the Reporting Units for accuracy and completeness. Then these analysts extract information to be recorded in the accounting cards of the Personnel Accounting System, converting the information into codes during this process.

2. The coded documents are forwarded to the auditing analyst. He audits the coded documents against the source documents to assure that the required information has been completely extracted and accurately coded. Afterwards, the coded documents, and date cards are forwarded to the EAM Operations Unit where the coded data is punched into new accounting cards and verified.

1220 REPRODUCING, INTERPRETING AND PREPARING FOR CONTROL LISTING

1. The new accounting cards are reproduced and the punched holes in the new cards are interpreted on the cards into printed data. The original cards (cards key-punched from original source documents) are forwarded to the coding analyst who did the coding so that he may file these cards and start coding the next group of accumulated records and documents for those units. The duplicate cards (sequenced by reporting unit code) are forwarded to the auditing analyst who inserts the batch control cards and date card preceding each unit. These groups are then returned to the EAM Operation Unit for preparation of control listings and new batch control cards. The control listings, accountings cards, old batch cards and new batch cards are returned to the auditing analyst.

1230 AUDITING AND RELEASING

1. The auditing analyst compares the strength totals on the control listings and in the new batch control cards against those on the latest diaries coded for those units. After this audit and correction of discrepancies, he files the new batch control cards. The duplicate accounting cards and static cards are sent to the EAM Operations unit where the static cards are then reproduced twice, fully interpreted, and forwarded to HQMC with the contracts of the individuals represented. The duplicate accounting cards, including the original static cards, are placed in the HQMC Forwarding File for further processing. This is called "Releasing" the new data.

2. Periodically, (once or twice a month) the coding analysts will send their accounting card files with the appropriate batch control card in front of each unit, to the EAM Operations Unit to be zero balanced. Then, the files and zero balance sheets are returned to the coding analysts. Those unit files which did not zero balance will be researched and corrected by the coding analyst and then returned for zero balancing.

3. The above operations are repeated for each unit until the end-of-the-month (cut-off) diary is received, processed, and all new accounting cards filed in the coding analyst's file of the unit. The auditing analyst will then direct the coding analyst to send the unit's file to the EAM Operation Unit for zero balancing and preparation of a Monthly Personnel Roster. When the coding analyst receives his unit file back, it is then ready for processing of the next month's diaries in the manner outlined above.

1240 PERSONNEL ACCOUNTING CARD FILES

1. Personnel accounting cards resulting from the coding analysts' daily processing are accumulated for weekly and monthly forwarding to Headquarters Marine Corps.

2. When the weekly cut-off occurs, all accounting cards containing Ø, 1, 2, 5, 7, 8 or 9 as the first digit of the type of change code, including the alphabetical equivalents, all name and service number change cards, and static cards are forwarded to arrive at Headquarters Marine Corps each Monday. Each static card must be matched against an accession type of change accounting card to ensure that there is a matching accounting card to represent the particular accession.

3. When the monthly cut-off occurs, the monthly accumulation of accounting cards are processed to single latest date cards. Skeleton accounting cards containing joining types of change, except accessions, are removed. The single, latest date cards will be forwarded to arrive at Headquarters, Marine Corps on the Monday following the thirteenth of each month. The skeleton accounting cards will be returned immediately to the appropriate analyst. The Data Processing Officer will insure that these skeleton cards are completed, and the completed cards are included in the HQMC Forwarding File within ten days.

4. The accounting cards and other types of cards may be again duplicated to provide copies for the command Locator Service and other card files desired by the Data Processing Officer.

5. The accounting cards for Headquarters Marine Corps are mailed with a tally sheet. (this sheet indicates the number of each type of card forwarded).

1250 HEADQUARTERS MARINE CORPS

1. The different types of cards in the weekly and monthly tally groups are counted, and the totals are verified against the tally sheet. The different types of accounting cards are then processed separately for the following:

a. The accounting cards in all of the weekly groups from the Data Processing Installations are assembled into one group of changes. Those changes representing accessions (gains) or separations (losses) are selected, duplicated, and returned to the group. The duplicates are accumulated and used monthly to prepare reports showing gains and losses to the Marine Corps strength. These reports are used for planning and budgetary purposes.

b. The weekly group of changes is processed to select the one card which has the latest date on each individual represented in the group. The earlier date cards are destroyed. The latest date cards are used to process the HQMC Locator File.

c. The latest date accounting cards are merged into the Locator File, removing from it any card which matches a new card in name and service number and has a date of change which is earlier than the new card. This file contains one card for each individual in the Marine Corps (active and inactive) and is used to furnish individual personnel information to inquiring agencies.

d. The monthly groups of new accounting cards (changes) for the Control File are match-merged into that file. This process produces four groups of cards:

(1) Cards selected from the Control File because they were replaced by a later date cards or matched a separation type of change card.

(2) Control File

(3) Change cards containing a separation type change.

(4) Change cards containing a gain type change (accession) and those changes that did not match a card in the Control File.

(a) The following action is taken on these four groups:

Group 1: Destroyed.

Group 2: Held until the process of group 4 is completed. Valid cards from group 4 are merged into the Control File which is used to control the accuracy of the Work Deck.

Group 3: Merged into the separation file.

Group 4: Cards representing gains are verified against the static cards and then merged with group 2. Others are researched and resolved. Valid cards from this research are merged with group 2.

e. The Work File is processed by match-merging a corrected duplicate deck of the month's changes in the same manner as for the Control File. This file is used to compute the Marine Corps strength and to furnish overall statistics on any item or items of information in the accounting cards.

f. Static cards accumulated from the weekly groups are balanced against accession accounting cards. The new static cards are then used to prepare reports by source code, component/class/reserve status and term of contract. These cards are then processed into the master Headquarters Marine Corps static file. The master file is used to prepare such personnel data as, average age of the personnel in the Marine Corps and the legal residence by state of Marine Corps personnel.

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CHAPTER 2

ADMINISTRATIVE INSTRUCTIONS

PART A: GENERAL

2000 DATA PROCESSING INSTALLATION ADMINISTRATION

1. This chapter serves as a guide to the administration of the Data Processing Installation in regard to personnel accounting functions and to prescribe certain administrative actions which must be accomplished within each Data Processing Installation. Parts A through I, inclusive, may be used to introduce personnel to the various phases of personnel accounting.

2. Complete explanations and illustrations of the various techniques and methods to be used are not practicable in this chapter. More detailed instructions must be issued at each installation to fit its particular needs.

PART B: THE DATA PROCESSING INSTALLATION

2100 MISSION

1. The mission of Data Processing Installations is set forth in paragraph 2111, Volume I, Marine Corps Manual.

2110 ORGANIZATION

1. For Personnel Accounting purposes, the Data Processing Installation is organized as outlined in Data Processing Installation Operations Manual (NAVMC-1147-ADM).

PART C: PRIORITIES

2200 PRIORITIES

1. Headquarters Marine Corps requirements will be given first priority in the work schedule.

2. After Headquarters Marine Corps requirements are met, reports and files for local use may be prepared and maintained as deemed necessary. Electric Accounting Machines are management tools to assist commanders in local record-keeping and report functions. Data Processing Installations were established at certain field commands to permit the maximum machine screening and selection of various categories of personnel.

3. Commanders with Data Processing Installations may determine local areas of machine application to eliminate manual procedures and whether machine application is desired. Approval of Headquarters Marine Corps is not required for such local applications.

PART D: REPORTING UNIT ACTIONS

2300 GENERAL

1. Certain actions reported by the Reporting Unit will in turn cause specific actions to be taken at the Data Processing Installation. The Reporting Unit actions are:

a. Activation or Reactivation

b. Redesignation or transfer of diary preparation responsibility

c. Disbandment or Deactivation

d. Transfer of Accounting Jurisdiction

These actions normally are reported by the reporting unit on their unit diary under a Record of Events entry. The Data Processing Installation will notify CMC (Code DGB) by speedletter of the occurrence, including the complete title of the reporting unit, and the date of occurrence. All reporting unit code listings of the Data Processing Installation will be brought up to date; also, cognizant sections within the Data Processing Installation will be notified of the occurrence. File folders of reporting units will be established, discontinued or corrected as appropriate.

2310 ACTIVATION OR REACTIVATION

1. If a unit is activated, reactivated, or is to be activated and a code has not been assigned or is not available, it will be requested from CMC (Code DGB) by message or speedletter.

2. Assign the Reporting Unit to a coding analyst.

3. Upon receipt of the code from CMC (Code DGB), inform the Reporting Unit of the number so that it may be used by the unit as required.

2320 REDESIGNATION OR TRANSFER OF DIARY PREPARATION RESPONSIBILITY

1. When a reporting unit is redesignated, or the responsibility for unit diary preparation is transferred from one organization to another (such as a Flag Allowance), the Data Processing Installation will change its records to reflect the redesignation or the transfer of diary preparation responsibility. In the case of a transfer of diary preparation responsibility, the records of the installation will be corrected so that future correspondence and reports will be forwarded to the organization concerned.

2. Report action to CMC (Code DGB).

3. Request from CMC (Code DGB) a new reporting unit code, if appropriate.

4. If the redesignation should cause a new reporting unit code to be assigned, notify the reporting unit of that number so that it may be used as required.

2330 DISBANDMENT OR DEACTIVATION

1. Notify CMC (Code DGB) of the disbandment/deactivation.

2. If the final diary fails to report the transfer of all personnel on the rolls of the unit, initiate a letter requesting assignment of the remaining personnel. This letter should be addressed to the commander of the next higher echelon of command of which the unit was a part. Disposition of all personnel must be ascertained prior to preparation of the Disbandment Roster.

3. The reply to this letter will be processed in the same manner as a unit diary, after which it will be made a part of the last bound diary group for that unit.

4. Prepare and authenticate the Disbandment Roster within five days after receipt of the diary on which the action is reported. The drop section of the account is used to prepare the disbandment roster which lists all the personnel who appeared in the account since the last Monthly Personnel Roster was prepared.

5. Check the original unit diaries to insure that none are missing, that all are signed and that they are numbered consecutively with lowest number on top.

6. Forward the diaries and roster as a bound diary group to CMC (Code DGH-1).

2340 TRANSFER OF A REPORTING UNIT TO THE ACCOUNTING JURISDICTION OF ANOTHER DATA PROCESSING INSTALLATION

1. Should a reporting Unit report a transfer of accounting jurisdiction to another installation, the Data Processing Installation will:

a. Notify CMC (Code DGB) with a copy of the correspondence to the other Data Processing Installations.

b. Within 72 hours after receipt of the diary reporting the transfer of accounting jurisdiction forward the following to the new DPI:

(1) Correspondence folder of the unit

(2) The original unit diaries (insure that none are missing)

(3) DPI's copies of unit diaries

(4) Analysts' accounting card file. Cards on personnel dropped during the month should be included if the transfer occurs on other than the last day of the month.

(5) A zero balance sheet reflecting the status of the unit as reported on the last diary received.

c. In the letter, forwarding the above data, note any reports, diaries, corrections to diaries, or any action to be completed which the new Data Processing Installation should expect from the reporting unit.

d. Retain suspense file of batch and accounting cards pending acknowledgement of receipt from joining Data Processing Installation.

e. If the transfer of accounting jurisdiction is effective on the last day of the month, insure that all appropriate reports effective that date include the unit being transferred. Include in the letter of transmittal, the effective date of the last reports prepared for the unit.

2. If the transfer of accounting jurisdiction causes a reporting unit to come under the accounting jurisdiction of the installation, the joining installation will:

a. Check the letter of transmittal to insure that all enclosures are received.

b. Assign the reporting unit to a coding analyst.

c. Zero balance unit file and acknowledge receipt. If file does not balance, request resubmission.

d. The DPI assuming accounting jurisdiction will prepare all reports required subsequent to the date of transfer of the unit. If the unit's file is not received in time to be processed to the normal cut-off date and included in regular reports, the Data Processing Officer may set an early cut-off date so that the unit's file may be included in regular reports, or he may omit the unit from the regular reports. If the unit is omitted, the regular reports from the DPI will be transmitted by letter indicating that the unit is omitted and the approximate date on which supplementary reports for that unit will be forwarded.

PART E: INCOMING AND OUTGOING MAIL

2400 UNIT DIARIES

1. Record date received, diary date and diary number in the unit log.

2. Return to the reporting unit for appropriate action those diaries which:

   a. Are not authenticated.

   b. Are not suitable for microfilming.

   c. Contain pen corrections which have not been initialed.

3. Prompt action should be taken to obtain missing unit diaries so that the coding analyst's processing will not be delayed.

4. Original unit diary and attached documents are filed in the unit's diary file folder. Copies of the diary and attached documents are processed by the coding analyst.

2410 MONTHLY PERSONNEL ROSTER

1. A monthly personnel roster is prepared for each reporting unit as of the last day of each month. If a unit diary is missing at the time of preparation of the roster, this fact should be indicated on the roster. The roster is inspected for correct form and content and then forwarded to reporting unit.

2. The roster serves as an auditing device and record by which the reporting unit verifies data entered into the Personnel Accounting System. After audit the unit retains a copy for its historical record and returns the original to the Data Processing Installation.

3. Upon receipt of Monthly Personnel Roster from the unit, that fact is entered in a log. If the original roster was not properly authenticated, return it to the unit for appropriate action. Original rosters which become unsuitable for microfilming must be reconstructed and returned to unit for authentication.

4. Original Monthly Personnel Rosters are processed in the same manner as the diary.

5. Action will be taken to insure that rosters are returned promptly by the Reporting Unit.

2420 BOUND DIARY GROUP

1. The original Monthly Personnel Roster, and original Unit Diaries with attached rosters submitted for a calendar month constitute a "Bound Diary Group".

2. The Bound Diary Group is assembled by attaching the original diaries to the original monthly Monthly Personnel Roster with a removable fastener.

3. The Bound Diary Group will be inspected to insure that:

   a. The Monthly Personnel Roster is properly authenticated.

   b. All diaries submitted for the month are present.

   c. All diaries are signed and rosters, if any, attached.

   d. All diaries are in numeric sequence with lowest numbered diary on top.

4. All diaries submitted for a calendar month will be forwarded to HQMC with the Monthly Personnel Roster for that month regardless of the fact that some of the diaries may have been received after the Monthly Personnel Roster was prepared. Diaries received after the bound diary group for that month has been mailed to HQMC will be forwarded by letter.

5. When bound diary groups are forwarded, missing diaries, if any, must be indicated so that HQMC will know that action has been initiated to obtain the missing diaries. Otherwise, HQMC will initiate a letter to the Commander assigned accounting jurisdiction to obtain the missing diaries.

6. The following schedule is established for forwarding bound diary groups to HQMC:

a. For reporting units located at the same station as the Data Processing Installation - by the 20th day following the end of the month for which prepared.

b. For reporting units located in the United States but not located at the same station as the Data Processing Installation - by the 24th day following the end of the month for which prepared.

c. For reporting units stationed overseas but not located at the same station as the Data Processing Installation - by the last day of the month following the month for which prepared.

d. For reporting units afloat - reasonable date to be determined by the Commanders assigned personnel accounting jurisdiction.

7. Original unit diaries submitted by Recruiting Stations to account for persons enlisted, inducted, or assigned active duty at the recruiting stations will not be forwarded to HQMC.

8. Bound diary groups will be mailed to CMC (Code DGH-1) and shipment identification will be entered on the outside wrapper of each package as follows:

a. The Data Processing Installation identification code.

b. The first three letters of the establishment (REG).

c. The shipment number (cumulative for the year for each bound diary shipment).

d. The last two digits of the year.

e. Example:

If Data Processing Installation #7 has bound diaries for the month of January 1958, the shipment identification assigned would be "DPI#7-REG-1-58 (1 of 2, 2 of 2)".

f. All diary group shipments, regardless of size, will be assigned the proper identification.

9. The original Monthly Personnel Roster and original unit diaries with attached rosters are the permanent record of the reporting unit and the Marine Corps. Therefore, caution must be exercised in handling these documents to prevent marring and possible loss. Upon receipt at HQMC they are indexed and filed for reference purposes. These documents are eventually microfilmed and made a part of the permanent historical records of the Marine Corps.

2430 ENLISTMENT CONTRACTS, RECORDS OF INDUCTION, AND EXTENSION OF ENLISTMENT FORMS

1. The Data Processing Installation will receive enlistment contracts, records of induction, and extension of enlistment forms from the reporting units for processing.

2. After processing enlistment contracts, records of induction, and extension of enlistment forms will be forwarded to HQMC daily, except non-work days.

a. If the diary remark indicates that a contract should have been attached to the diary, the Data Processing Officer will request the missing contract. The Data Processing Installation is not responsible for attached documents which were missing when the contracts were received at the installation; however, it must insure that all documents attached with contracts are secured to prevent their loss. Should documents (normally attached to contracts) be received without the contract, these documents will be placed on top of the shipment for packaging and need not be held awaiting receipt of the contract.

3. The following actions will be taken in preparing these documents for shipment to HQMC:

a. Insure that there are two complete and fully interpreted static cards for each enlistment contract and record of induction.

b. Insure that the enlistment contracts, records of induction and both decks of static cards are in alphabetical sequence.

c. Insure that there is an alphabetical listing of one deck of static cards, showing name and service number with a final card count total.

d. Assemble the enlistment contracts, records of induction, extension of enlistment forms, documents, name listing and both decks of static cards for packaging. Do not attach static cards to contracts and records of induction.

4. Shipments will be mailed to CMC (Code DGK) and the identification will be entered on the outside wrapper of each package as follows:

a. The Data Processing Installation identification

b. PERSONNEL CONTRACTS

c. The shipment number (cumulative for the year for each shipment)

d. The last two digits of the year

e. Example:

The first shipment of contracts for 1958 from Data Processing Installation #7 would be identified as follows:

"DPI #7-PERSONNEL CONTRACTS-1-58," the second shipment would be identified "DPI #7-PERSONNEL CONTRACTS-2-58." If the shipment should consist of more than one container or package, they will be numbered 1 of 2, 2 of 2, etc.

2440 PERSONNEL ACCOUNTING CARDS FORWARDED TO HEADQUARTERS MARINE CORPS (Code ABA-4)

1. The schedule for forwarding personnel accounting cards to CMC (Code ABA-4) is as follows:

a. Weekly, accounting cards containing Ø, 1, 2, 5, 7, 8 or 9 as the first digit of the type

of change code, including the alphabetical equivalents, all name and service number change cards and static cards only will be forwarded as follows:

(1) Data Processing Installations east of the Mississippi River will forward cards by regular mail not later than Friday of each week.

(2) Data Processing Installations west of the Mississippi River will forward cards by air parcel post not later than Thursday of each week.

(3) Data Processing Installations outside continental U. S., will forward cards by air parcel post not later than Wednesday of each week.

(4) The cut-off date of the weekly and monthly groups due at Headquarters Marine Corps on the same Monday will coincide.

b. Monthly, only single, latest date accounting cards (regardless of type of change) will be forwarded to arrive at Headquarters Marine Corps on the Monday following the thirteenth of each month. However, skeleton joining types of change, except accession types of change, will not be included in the monthly group. Skeleton joining accounting cards will be included in the weekly forwarding group.

c. Special Requests - as designated.

d. Except weekly and monthly tally groups, when personnel accounting cards are forwarded to HQMC, the letter of transmittal or tally sheet will reference the paragraph of this manual or CMC directive pertaining to the requirement.

2. Each group of cards forwarded to HQMC will be accompanied by a tally sheet which will indicate the number of each type of card contained in the group. A number will be assigned to each tally sheet group as follows:

a. Tally sheet groups will be numbered consecutively commencing with number 1 for the first group forwarded in the calendar year, regardless of whether weekly or monthly groups.

b. Tally sheet groups of accounting cards forwarded in response to a special request or as required by Job Procedures, other than weekly and monthly groups, will be numbered consecutively commencing with number 1001 for the first group forwarded in the calandar year.

c. Tally sheets will be prepared in triplicate, containing the necessary information, the original and one copy will be inserted in the first container of the appropriate group. The third copy will be retained on file pending notification of receipt of the tally group from Headquarters Marine Corps.

3. Each tally group will be mailed to CMC (Code ABA-4) and the identification will be entered on the outside wrapper of each package as follows:

a. The Data Processing Installation identification.

b. The first three letters of the establishment (REG) or in the case of special shipments, the letters "SPL".

c. A tally group number.

d. The last two digits of the year.

e. Number the boxes in the tally group, e. g., 1 of 1, 1 of 2, 2 of 2.

f. Example:

If DPI #7 has personnel accounting cards and a special request for the first week of January 1958, the shipment would be identified as "DPI #7-REG-1-58", and for the special request, if it were being forwarded as a tally group "DPI #7-SPL-1001-58".

4. Each shipment will be packaged as follows:

a. If shipment is to be made in 2000-card cartons, wrap each box in heavy paper, using mailing tape,

b. If shipment is to be made in 300-card cartons, place card board inserts in front and back of the group of cards before placing in the box, wrap each box in heavy paper, using mailing tape.

2450 RECEIPTED TALLY SHEETS FROM HEADQUARTERS MARINE CORPS

1. When a receipted tally sheet is received from Headquarters Marine Corps, file the receipted copy in place of the retained copy and release the suspense group.

2. Should the receipted tally sheet indicate a discrepancy in the tally group, the Data Processing Officer will take action as indicated on the tally sheet.

2460 PERSONNEL ACCOUNTING CARDS FROM OTHER DPI's AND/OR HEADQUARTERS MARINE CORPS

1. Tally sheets received with Personnel Accounting Card groups from other DPI's and/or Headquarters Marine Corps will be verified as to card count prior to completing the tally sheet for return.

2470 PERSONNEL ACCOUNTING CARDS TO OTHER DATA PROCESSING INSTALLATIONS

1. Personnel accounting cards forwarded to other field Data Processing Installations will be labeled to indicate the reason for forwarding the cards. Tally sheets for these cards may be used at the discretion of Data Processing Officer.

2480 SPECIAL PROVISIONS FOR FORWARDING ACCOUNTING CARDS OF CERTAIN PERSONNEL

1. Data Processing Installation FMFPAC will:

a. Upon receipt of roster of ground rotation drafts returning to U. S., select the accounting card of personnel listed thereon, reproduce (80x80), and airmail one deck to CMC (Code DFB). These cards will be used to facilitate assignment by HQMC.

b. Forward one deck of accounting cards to CMC (Code DFB) of all Staff Non-Commissioned Officers who are due for rotation to the Continental U. S., from the 3rdMarDiv and 1stMarBrig during the third month following the month in which the cards are due to arrive at Headquarters Marine Corps, e. g., cards due on the first of Septemeber will be SNCO's due for rotation during December. Sort cards in sequence by occupational field, each command separately. Forward cards by tally sheet identifying each deck as to command and month due for rotation.

2. Data Processing Installation EL TORO will:

a. Upon receipt of roster of aviation rotation drafts returning to U. S., select the accounting cards of personnel listed thereon reproduce (80x80), and air mail one deck to CMC (Code DFB) These cards will be used to facilitate assignment by HQMC.

b. Forward one deck of accounting cards to CMC (Code DFB) of all Staff Non-Commissioned Officers who are due for rotation to the Continental U. S., from the 1st Marine Aircraft Wing during the third month following the month in which the cards are due to arrive at Headquarters Marine Corps, e.g., cards due on the first of September will be SNCO's due for rotation during December. Sort cards in sequence by occupation field. Forward cards by tally sheet identifying each deck as to command and month due for rotation.

PART F: FORWARDING OF REPORTS AND SUMMARY CARDS

2500 GENERAL

1. Reports and summary cards prepared by the DPI's for submission to Headquarters Marine Corps in accordance with this manual or other CMC directives will be addressed to:

COMMANDANT OF THE MARINE CORPS (Code DGB)
Headquarters, U. S. Marines Corps
Washington 25, D. C.

Upon receipt at HQMC, they are logged and monitored to insure that they conform with the directives. Then they are distributed to using agencies.

2. Instructions for preparation, assembly and auditing of Personnel Accounting Reports are outlined in Chapter 6 of this manual.

PART G: OVERALL AUDITING PROCEDURE

2600 GENERAL

1. A semi-annual audit of the accounting card files will be executed upon completion of MPR preparation for May and November. This audit will be performed in accordance with the EAM Job Procedure promulgated by HQMC. The purpose of the audit is the elimination of erroneous information in the accounting system as well as the replacement of cards which have become worn and frayed by numerous machine operations.

2. An audit of HQMC files will be performed after audited cards from field DPI have been merged therein. Cards dated earlier than the preceding March or September, as applicable, will be returned to the cognizant DPI for determination of current status of each Marine affected. Field DPI's will return corrected cards and those which could not be corrected to CMC (Code ABA-4) by special tally sheet.

3. Cards returned to HQMC by field DPI's will be reviewed and necessary adjustments made to the master Marine Corps files.

PART H: CORRESPONDENCE

2700 COMPILATION OF ADDRESSEES

1. In accordance with the subject matter, correspondence will be addressed as follows:

SUBJECT MATTER	ADDRESSEE
Codes, Reports, Personnel Information, Machine Procedures, Changes to PATM and PRAM	Commandant of the Marine Corps (Code DGB) Washington 25, D. C.
Enlistment Contracts, Records of Induction, Extension of Enlistments	Commandant of the Marine Corps (Code DGK) Washington 25, D. C.
Unit Diaries, including attached rosters and Monthly Personnel Rosters	Commandant of the Marine Corps (Code DGH-1) Washington 25, D. C.
DPI operation instructions and work measurement	Commandant of the Marine Corps (Code ABA-3) Washington 25, D. C.
Personnel Accounting Cards	Commandant of the Marine Corps (Code ABA-4) Washington 25, D. C.
Work records and reporting documents	Commands and Reporting Units concerned
Technical Correspondence and Personnel Accounting Cards between DPI's	Will be addressed to the Commander (DPI_____) assigned accounting jurisdiction

PART I: DISPOSAL OF REPORTING DOCUMENTS, REPORTS AND ROSTERS

2800 GENERAL

1. Personnel reporting documents, reports and rosters will be disposed of in accordance with current Marine Corps Orders covering "Records Disposal and Transfer."

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CHAPTER 3

PERSONNEL DATA ANALYST INSTRUCTIONS

PART A: INTRODUCTION

3000 GENERAL - PERSONNEL DATA ANALYSTS BILLETS

1. The function of the Personnel Data Analyst is to code, maintain, and audit personnel information contained in electric accounting machine punched cards derived from source documents of the Marine Corps Personnel Accounting System.

2. Analyst billets are divided into two types. The first is the coding analyst who is assigned a number of reporting units to process. The second is the auditing analyst who is assigned to audit and correct the processing of one or more coding analysts. Thus, the analyst section is set up in two groups; a coding group and an auditing group. The Chief Analyst and one or more senior analysts are in the auditing group and the less experienced analysts are in the coding group. The auditing analysts are directly responsible for the accuracy of processing of the coding analysts. The auditing analysts will instruct coding analysts with a view to improving their proficiency. The Chief Analyst is responsible for the efficiency of the total analyst function and is in charge of the analyst section.

3. In performing the functions outlined above, all analysts are in the position of auditors of the reports submitted by the reporting units. Therefore, they must take action to insure correct reporting of personnel information. This action will improve the quality of the information maintained and simultaneously make the analyst's work easier.

3001 SPECIFIC REQUIREMENTS OF THE PERSONNEL DATA ANALYST FUNCTION

1. Analysts must maintain and study Chapter 6, PRAM and this manual and review all specia directives relating to personnel or personnel accounting.

2. Analysts must insure that work records and reporting documents submitted by the units are prepared in accordance with Chapter 6, PRAM; that discrepancies are brought to the attention of the reporting unit; and that instructions as requested are furnished administrative personnel of the reporting unit.

3. Coding analysts must correctly extract, code, and cause the data reported by the reporting units on unit diaries and related documents to be punched accurately and promptly into the accounting punched cards of the Personnel Accounting System. These actions result in accurate accounting card files at the Data Processing Installation and Headquarters Marine Corps. Hence, personnel data furnished by the Data Processing Installation on the reporting unit or command level, or at Headquarters Marine Corps on an overall Marine Corps basis, does reflect the true circumstances.

4. Analysts will use the following methods to communicate with the reporting units to obtain verification of information.

a. Telephone to the unit if possible.

b. If telephone communication is not practicable, a letter or Notice of Personnel Accounting Discrepancy (NAVMC 10283-PD) will be used. Retain copy of correspondence to insure that corrective action is taken by unit.

3002 TRAINING FOR A PERSONNEL DATA ANALYST BILLET

1. When a Marine is training to become a personnel data analyst, the Chief Analyst will supervise an indoctrination program including the following steps:

The trainee will:

a. Read and study Chapter 6, PRAM. He is to become sufficiently familiar with the requirements of reporting units to be able to judge the completeness of reporting.

b. Read and study the Personnel Accounting Technical Manual. He is to gain a general understanding of the system, the functions of the DPI, and the terminology of personnel accounting.

c. Be given detailed analyst processing instructions, the content of all accounting cards and codes he will use.

d. Be instructed as to the organization of the Marine Corps with particular emphasis on the administrative structure of the command or units he will service.

e. Be instructed on the capabilities of electric accounting machines.

f. Work under the close supervision of an auditing analyst until thoroughly indoctrinated.

PART B: PERSONNEL DATA ANALYST'S REPORTING UNIT FILE

3100 GENERAL

1. The coding analyst's reporting unit file is the primary file of the Personnel Accounting System. This file:

a. Establishes the presence of an individual on the rolls of the reporting unit.

b. Is the source of all personnel accounting cards used throughout the Personnel Accounting System.

2. Changes in information reported by the units are combined with the information contained in this file to prepare new accounting cards. Duplicates of these new cards are used to replace cards in other accounting card files of the accounting system (viz., accounting card files at HQMC and those at the DPI).

3110 WHAT THE FILE CONSISTS OF

1. The coding analyst's reporting unit file consists of one batch card (5081) which contains the current strength totals of the unit and one personnel accounting card (NAVMC 10237-PD) for each individual on the rolls of the reporting unit.

3120 HOW THE REPORTING UNIT'S ACCOUNTING CARD FILE IS ESTABLISHED

1. The accounting card file of a reporting unit is established when the unit becomes an active reporting unit (i.e., diary submitting) by activation, reactivation, commencement of unit diary submission after being at zero strength, or reorganization. The reporting unit will submit its diaries with attached documents to the DPI designated in Chapter 6, PRAM. The initial unit diary will show a Record of Events entry indicating the origin, date and authority.

2. The body of the initial diary will indicate all actions which occurred that day. Normally, such actions would be joinings of personnel from other units. Processing of these entries will result in establishing the reporting unit's accounting card file.

3. Thereafter, the coding analyst maintains this file from the data submitted on unit diaries and attached documents by the Reporting Units.

3130 SEQUENCE OF THE FILE

1. The coding analyst's file is kept in reporting unit sequence, and within reporting unit sequence, it is in the following order:

a. Marine officer accounting cards in alphabetical sequence.

b. Marine enlisted accounting cards in alphabetical sequence.

c. Accounting cards for personnel of other services are kept separately but in the same order as for Marine Corps personnel. Each service group has a separate batch control card. The above constitute the body of the file.

d. Accounting cards of Marines and personnel of other services dropped from the rolls of the unit during the processing month by transfer or separation constitute the drop section of the file. These cards are maintained in the same order as cards in the body of the file.

e. Accounting cards of persons who are to join and cards of persons already joined but held aside awaiting some phase of processing. This is the pending section.

3140 COLOR COMBINATION AND CORNER CUT OF CARDS

1. The color combination and corner cut for the coding analyst's reporting unit accounting card file is: (See paragraph 5050 Chapter 5).

PART C: PERSONNEL DATA ANALYST PROCEDURE

3200 GENERAL

1. The coding analyst's procedure consists of daily analysis of unit diaries and coding from them and attached documents. Upon completion of this coding for a unit or group of units, he forwards the work group to an analyst in the audit section. The auditing analyst audits this work to insure that all data has been accurately coded. Errors in coding are corrected. Necessary explanation is made to the coding analyst. When correct, the coding is forwarded along with the date card to Electric Accounting Machine (EAM) Operations Unit for punching.

2. The EAM Operations Unit prepares:

a. New accounting cards from coded IRC's and/or coded accounting cards.

b. Static cards from coded Enlistment Contracts and/or Records of Induction.

c. Name and service number change cards from name and service number change coding sheets.

3. These punched cards are key verified. The coded documents are returned to the auditing analyst. The EAM Operations Unit reproduces and interprets the new cards. The originals are returned to the coding analyst who inserts them in the file. Then he is ready to code the next group of unit diaries. The duplicates and coded accounting cards are returned to the auditing analyst. After auditing he places the current batch control card and new date card in front of the group of accounting cards for each unit. He sends these groups to the EAM Operations Unit for preparation of control listings and new batch control cards. Control listings and all cards are returned to the auditing analyst.

4. After the auditing analyst has verified the strength totals on the control listings against those shown in the strength balance section of the diaries and resolved any discrepancies, he releases the duplicates of the new cards to the EAM Operations Unit to be placed in the HQMC Forwarding File. Source documents are returned to cognizant coding analyst for file.

5. When cards are released by the auditing analyst, the EAM Operations Unit will separate transfers to other DPI's and transfers to other units in the same DPI from the group. These are reproduced on manila accounting cards. The duplicates of transfers to other DPI's are forwarded daily to those DPI's. The duplicates of transfers to units in the same DPI are returned to the coding analyst who forwards them to the joining analyst. The original accounting cards are placed in the HQMC Forwarding File by the EAM Operations Unit.

6. Each auditing analyst will maintain a file of latest batch control cards and control listings. Monthly, the Chief Analyst directs the coding analysts to release their files to the EAM Operations Unit for preparation of Monthly Personnel Rosters.

3210 FLOW CHART OF PERSONNEL DATA ANALYST PROCEDURE

1. Figure 3-1 is a chart depicting the flow of personnel accounting source documents and punched cards within the Data Processing Installation.

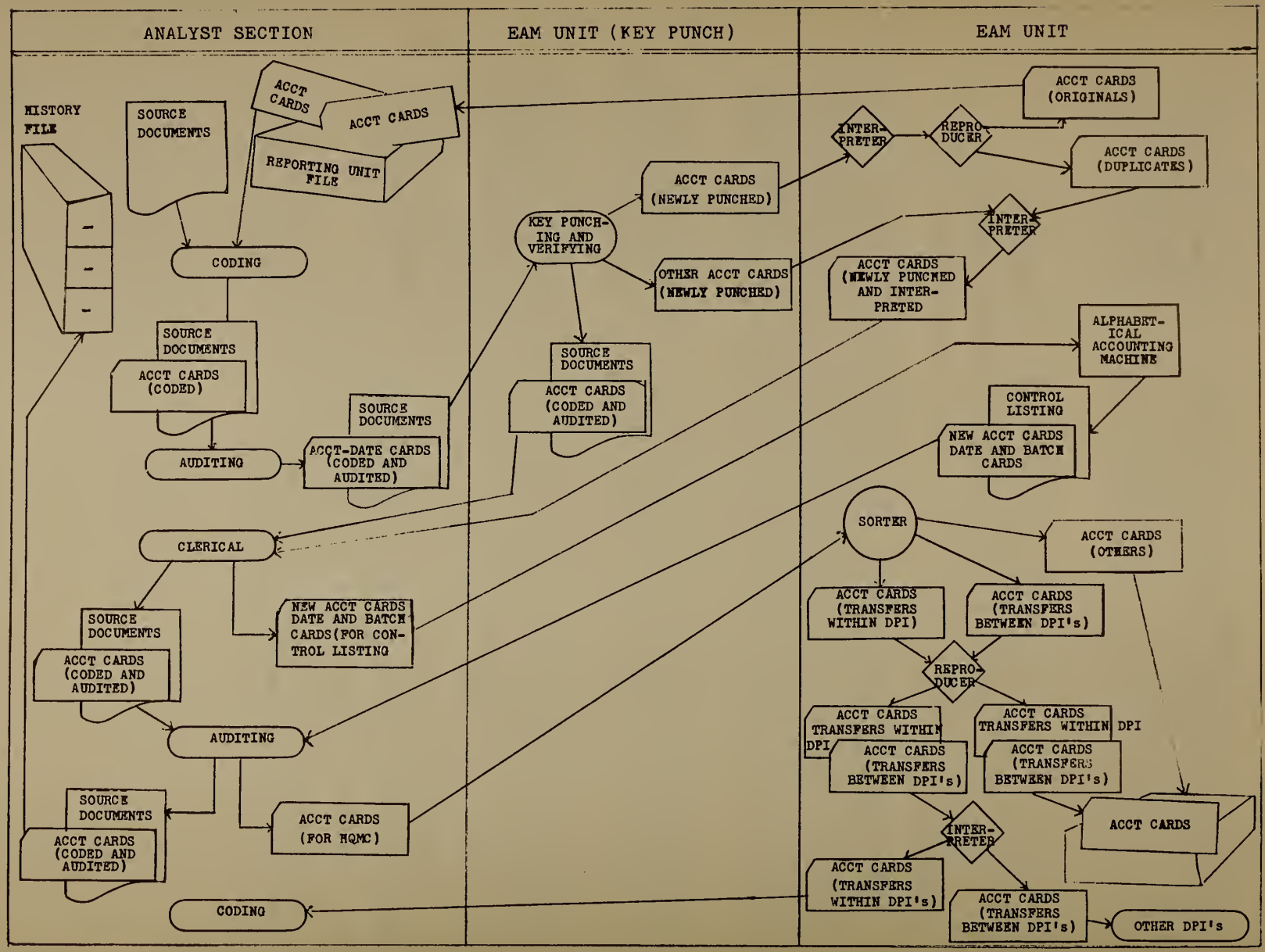
ANALYST SECTION
EAM UNIT (KEY PUNCH)
EAM UNIT
HISTORY FILE
SOURCE DOCUMENTS
ACCT CARDS
REPORTING UNIT FILE
CODING
SOURCE DOCUMENTS
ACCT CARDS (CODED)
AUDITING
SOURCE DOCUMENTS
ACCT-DATE CARDS (CODED AND AUDITED)
CLERICAL
SOURCE DOCUMENTS
ACCT CARDS (CODED AND AUDITED)
NEW ACCT CARDS DATE AND BATCH CARDS (FOR CONTROL LISTING
AUDITING
SOURCE DOCUMENTS
ACCT CARDS (CODED AND AUDITED)
ACCT CARDS (FOR HQMC)
CODING
KEY PUNCHING AND VERIFYING
ACCT CARDS (NEWLY PUNCHED)
OTHER ACCT CARDS (NEWLY PUNCHED)
SOURCE DOCUMENTS
ACCT CARDS (CODED AND AUDITED)
ACCT CARDS (ORIGINALS)
INTERPRETER
REPRODUCER
ACCT CARDS (DUPLICATES)
INTERPRETER
ACCT CARDS (NEWLY PUNCHED AND INTERPRETED
ALPHABETICAL ACCOUNTING MACHINE
CONTROL LISTING
NEW ACCT CARDS DATE AND BATCH CARDS
SORTER
ACCT CARDS (OTHERS)
ACCT CARDS (TRANSFERS WITHIN DPI)
ACCT CARDS (TRANSFERS BETWEEN DPI's)
REPRODUCER
ACCT CARDS TRANSFERS WITHIN DPI
ACCT CARDS (TRANSFERS BETWEEN DPI's)
ACCT CARDS TRANSFERS WITHIN DPI
ACCT CARDS (TRANSFERS BETWEEN DPI's)
ACCT CARDS
INTERPRETER
ACCT CARDS (TRANSFERS WITHIN DPI's)
ACCT CARDS (TRANSFERS BETWEEN DPI's)
OTHER DPI's

Figure 3-1

3220 DIRECT PUNCH METHOD OF PROCESSING

1. Unit Diary

a. The unit diary with attached documents is the only source from which the analyst may enter or change facts in the system.

b. The coding analyst will receive the unit diary with attached documents submitted by the reporting units. The unit diary may have the following attached:

(1) Individual Record Cards

(2) Enlistment Contracts

(3) Records of Induction

(4) Extension of Enlistment Forms

(5) Rosters for group entries

(6) Other documents, submission of which might be directed by CMC.

In addition to the above, the audited and certified Monthly Personnel Roster will be attached to a diary when the roster is returned to the DPI.

2. Arrangement of Unit Diaries for Processing

a. The unit diaries with attached documents are arranged in reporting unit code sequence (same sequence as his accounting care file). When more than one diary has been accumulated from a reporting unit, they are arranged in sequence, earliest date on top.

3. Diary Check Off Sheet

a. The coding analyst maintains a monthly check off sheet on which he notes the receipt of diaries by the number of the diary and the date on which it was received by entering both figures under the date for which the diary was submitted. In addition, he records the forwarding and receipt of Monthly Personnel Rosters by entering "MPR" under the date the roster was forwarded to the reporting unit and under the date the audited roster was returned to the DPI. In the "Unit Diary Number Carry Over" column, he will enter the diary number of the last diary received from the reporting unit for preceding month (this assures that diaries are numbered consecutively for the calendar year).

b. The check off sheet is locally prepared. The content of the check off sheet is as follows:

"DIARY CHECK OFF SHEET FOR (INSERT MONTH) 19___."

Unit	UD No. Carry Over	1	2	3	29	30	31
11201	26	27/2	—	28/5	45/30	46/31	47/2

c. From this sheet, a firm estimate is available of the average delay between preparation of the diary by the reporting unit and its receipt and between forwarding of the monthly personnel roster to the unit for audit and its return.

4. Missing Document Check Off Sheet

a. When a diary contains an entry which requires an attached document, and it is not attached, he enters the following information on this sheet:

(1) Date of receipt of diary

(2) Reporting unit code

(3) Name, rank, service number, and primary MOS of the individual concerned

(4) Title of the missing document

(5) Diary number

(6) Diary date

b. The original of this sheet is kept by the coding analyst. Each day, he inserts a carbon and a blank sheet behind the original and enters the above information for all missing documents. At the end of the day, the coding analyst will request correspondence be initiated to procure the missing documents.

c. When the missing documents are received, the coding analyst rules out the information pertaining to those documents on his sheet and codes them according to the instructions in this chapter.

5. Sequence of Unit Diary Daily Processing

a. Normally, the coding analyst will code from the duplicate unit diaries in numeric sequence; e.g., if diary number 9-58 is received and diary number 8-58 has not been received, the coding analyst would hold diary number 9-58 until he receives 8-58. Such diaries are referred to as withheld from processing. Upon receipt of diary number 8-58, he would then process both diaries as one. The period for which diaries may be withheld are as follows:

(1) For reporting units on station - 1 day

(2) For reporting units off station but in the U. S., - 3 days

(3) For reporting unit overseas - 10 days

If, at the end of the appropriate period, a unit diary is still missing, the coding analyst will code the withheld diaries and request that correspondence be initiated to the reporting unit requesting resubmission of the missing diary. Notify the auditing analyst if a diary is missing from a work group.

6. Diary Requirements

a. The diary will be considered unsatisfactory as a document if:

(1) It has not been authenticated

(2) Pages are missing (including attached rosters)

(3) The basic format requirements contained in Chapter 6, PRAM have been disregarded

(4) It is mutilated or illegible

b. An unsatisfactory diary will be returned to the reporting unit for resubmission after all errors are circled on the original and duplicate in pencil. The duplicate will be retained by the coding analyst as a check against the resubmitted diary. In cases of correctible errors, e.g., date of diary, diary number, or diary not authenticated, return the original unmarked to the unit for corrective action, noting on the duplicate "Original returned for corrective action."

7. Preparing to Code

a. The coding analyst checks each diary entry to determine whether it affects the data maintained in the accounting system. If it does, coding action will be accomplished on a current accounting card for the individual if one is available. If an accounting card for the individual is not available, and the entry reports a joining, a skeleton card is coded on a blank IRC form or accounting card.

b. If an accounting card exists in the file, remove it and insert in its place an off color card on which is written the last name of the individual and the type of change to be processed. Compare the standard identifying information on the card (i.e., name, service number, rank code, MOS and component code) with that shown on the diary. If it does not agree but the individual can be identified, notify the reporting unit of the discrepancy. Do not change the standard identifying information contained in the accounting card unless such a change is reported by a diary entry. The analyst must always assume that the data currently carried in the accounting cards which has been previously reported and audited, is correct until a diary entry is reported which changes it. If the name and/or service number in the diary entry is so garbled that there is doubt as to the proper identity of the individual, the coding analyst will not process the entry. He will initiate notification to the reporting unit requesting correction on a subsequent diary.

c. If an accounting card for the individual is found in the Anticipated Accounts File, or the pending section of the file (a duplicate of the card which last reported that individual), this card will be used in the same manner as outlined in sub-paragraph b, above.

d. If an accounting card as discussed in b. or c., above, is available, the coding of the entry will be effected on this card in accordance with instructions in paragraph 3230.

e. Next, determine whether the entry should be supported by an attached document. If a required document is not attached, enter this fact on the "Missing Document Check Off Sheet." Attached documents are processed as follows:

(1) ATTACHED ROSTERS:

The attached roster is a part of the unit diary to which attached. This roster must not be detached from the diary since the entry requiring it will not show the identification of the individuals affected but will refer to the attached roster where their standard identifying information will be shown. The roster is processed in the same manner as the diary.

(2) INDIVIDUAL RECORD CARD:

An IRC is required to be attached to the unit diary for entries which report an initial accession to the Marine Corps; change to officer from enlisted status and vice-versa; and at other times when necessary to complete the information in the Personnel Accounting System. When an IRC is received, compare the standard identifying information thereon with that shown in the unit diary entry and/or on the latest accounting card, if available.

(a) If they agree and an accounting card is available, use the accounting card to code the effect of the unit diary entry by entering the type and date of change and other items

in the appropriate coding blocks. At the same time, check the other items in the accounting card against the same items on the IRC, and make inquiry to reporting unit when the IRC differs from information previously reported. If an accounting card for the individual is not available, code the IRC to obtain a new accounting card.

(b) If IRC and/or diary entry and/or accounting card do not agree as to standard identifying information, resolve the discrepancy by telephone, if practical, and request necessary correction. If correspondence is required, initiate it and code the entry using the standard identifying information shown in the accounting card if one is available. If an accounting card is not available, determine from experience whether the information on the diary or the IRC is most likely correct and use that in coding the IRC.

(c) In the event an IRC is required but was not submitted and a current accounting card for the individual is not available, the coding analyst will code on a blank IRC form (or blank accounting card) to obtain a skeleton accounting card. The skeleton accounting card will contain complete standard identifying information plus any other item, such as tour date, which can be determined from the diary entry. Such skeleton cards will be replaced by a complete card within ten days of joining. If the coding analyst is unable to obtain a current accounting card from which to process complete information, he will notify the Data Processing Officer than an IRC is needed from the unit.

(3) ENLISTMENT CONTRACT:

Compare the enlistment contract with the diary entry and, in cases of reenlistment, with the current accounting card. This comparison is relative to standard identifying information, date of enlistment or reenlistment; period of enlistment or reenlistment; and date of last discharge in the case of reenlistment:

(a) In cases of reenlistments, if the contract disagrees with the standard identifying information presently contained in the accounting card:

First: Note on the face of the contract below the phrase "Enlistment Contract and Record" in red pencil, or stamp with red ink: "Carried in Personnel Accounting System as _#_____."

Second: Enter in the space provided (#) the item of information that is in disagreement with the contract. This note indicates the discrepancy to HQMC for corrective action. (Static and accounting cards will contain the standard identifying information presently carried in the Personnel Accounting System).

(b) In cases of reenlistments, if the diary entry disagrees with the standard identifying information contained in the contract and in the accounting card:

First: Line out the item of information on both the original and duplicate of the diary which is in disagreement in such a manner that it will still be legible, and stamp the original and duplicate with:

"SUBSTANTIATING CONTRACT SHOWS _#_____."

Second: Insert in the space provided (#) the correct information which afterwards must be initialed by the DPO. Request correction to the diary entry.

(c) If enlistment contracts have not been completed by the reporting unit, they will be processed by the coding analyst to obtain a static card, complete except for the missing items. The contracts will then be returned to the reporting unit with a request that the missing items be completed and the contracts resubmitted in the normal manner. The coding analyst will enter the fact of return on the original, only, of the Missing Document Check Off Sheet

to indicate that the reporting unit is charged with the document for resubmission. A copy of the static card will be retained and compared against the document when it is returned. The coding analyst will then cause a new complete static card to be prepared and forwarded in a separate tally group for manual processing at HQMC. This action insures that a static card representing the new contract is forwarded at the same time as the accounting card representing the gain to strength, even though the static card is not complete. The completed card is forwarded separately to prevent it being counted again in the tabulation of gains to strength.

(4) EXTENSION OF ENLISTMENT FORMS:

(a) COPY OF THE AGREEMENT:

When an individual executes an agreement to extend his enlistment, a copy of the agreement is attached to the diary reporting the execution of the agreement. The coding analyst compares the copy of the agreement with the diary entry to insure that the new EAS date reported has been correctly advanced, and notifies the reporting unit of any discrepancies. The copy is then set aside for transmittal to HQMC, and the diary entry is coded on the latest accounting card.

(b) CANCELLED ORIGINAL OF THE AGREEMENT:

An individual's agreement to extend may be cancelled at any time after its execution and prior to its effective date. In the event of cancellation, the original will be stamped with the notation CANCELLED across the face and attached to the diary reporting the cancellation. Occasionally, a cancelled extension will be forwarded concurrently with a diary reporting the individual as discharged. In this case, the coding analyst codes on the accounting card to reflect the separation and, at the same time, changes the EAS to the month and year of separation. If the cancellation is reported prior to the individual's discharge, the coding analyst will code the individual's accounting card to reestablish the correct EAS. The cancelled agreement is set aside for transmittal to HQMC.

3230 DATA TO BE SELECTED FROM EACH TYPE OF ENTRY FOR CODING

1. These instructions apply to processing diary entries which affect the data contained in accounting cards. Attached documents which require coding may be coded concurrently with the coding of the corresponding diary entry or they may be set aside and coded as a group after the diary has been processed.

a. In the following sub-paragraphs the required data to be entered in accounting cards for each type of entry will be shown and is to be coded on the appropriate form (accounting card, enlistment contract or induction record, IRC, or name and service number change coding sheet), as indicated in Part D.

b. Date of change will be coded as two digits for day, two digits for month and last digit of year. On loss and gain entries the date of change will be the date of occurrence. However, if a joining and a separation is reported on the same date, the joining change will be dated one day prior thereto and the separation change dated the date of occurrence. The date of change of all other changes will be the date of the latest diary. Other dates will be coded with alphameric one digit month code and either one digit, two digit numeric for year or year code depending on the number of columns in the punching field.

2. Record of Events Entries

These entries affect the data contained in individual accounting cards only in the following instances:

a. ACTIVATION - An activation causes joinings and these are processed as indicated

under that type of entry. The Record of Events entry establishes the unit under the title shown in the heading. The coding analyst obtains the reporting unit code and inserts it in the accounting cards at the same time the initial joinings are processed, using the date of the activation for date of change. The auditing analyst establishes a batch control card for the unit when the first group of joinings is ready for control listing.

b. REDESIGNATION OR REORGANIZATION - These events have an effect on the accounting cards when a redesignation results in a change of reporting unit code and the submission of an initial unit diary (numbered 1-_____) under the new title and code, or when a reorganization results in the transfer of groups of personnel to other reporting units. Upon redesignation, process all individual entries on the diary according to instructions for the type of entry and insert the new reporting unit code in these cards if the individual remains in the unit. On the remainder of the cards, use a gang punch process to insert 29 type of change, date of change, and new reporting unit code. Upon reorganization which results in the transfer of groups of individuals to other reporting units, process in accordance with instructions for transfer, using gang punch methods when practical.

c. TRANSFER OF A UNIT TO ANOTHER DPI ACCOUNTING JURISDICTION - When a Record of Events entry reports the transfer of a unit to the accounting jurisdiction of another DPI, process the file to the date of the last diary submitted. Deliver the file to the EAM Operations Unit for zero balancing and reproduction (to include dropped cards for that month if the transfer occurs on a date other than the last day of the month). If the transfer occurs on the last day of the month, only the body of the file will be reproduced. All diaries, card file, zero balance sheet with number and date of last unit diary processed noted thereon, and pending correspondence are forwarded. If the transfer occurs on the last day of the month, the Chief Analyst will insure that the monthly personnel roster is prepared and forwarded to the unit for audit and return to the new DPI.

d. MOVEMENT OF A UNIT OVERSEAS OR FROM OVERSEAS TO U. S. - When a Record of Events entry reports the departure of a unit from the U. S., for duty overseas, other than for maneuvers, or arrival in U. S., from overseas, the coding analyst will:

(1) Process all individual entries on that diary and include the date departed or arrived U. S., as appropriate, in the coding.

(2) The date departed or arrived U. S., will not be changed for the individuals dropped from the unit as of a date prior to the departure or arrival.

(3) The remainder of the card will be prepared for gang punching the type and date of change and the date departed or arrived U. S. Usually the movement also calls for a transfer of accounting jurisdiction. If so, after all cards have been returned to the file, it is delivered to the EAM Operations Unit for reproduction and forwarding as in subparagraph c., above.

e. DISBANDMENT OR DISCONTINUANCE OF A REPORTING UNIT - For personnel accounting purposes, disbandment, deactivation, or discontinuance of a reporting unit have the same effect. Such occurrences cause the transfer of all personnel in the unit account and termination of diary submission. The coding analyst will process the drop entries, insuring that all personnel in the account have been transferred. If all personnel have not been dropped and immediate contact cannot be made to resolve the discrepancy, the coding analyst will initiate a letter to the commander of the next higher echelon of command of which the unit was a part. Final processing of this account will be delayed pending receipt of the reply to this letter. The reply will be treated as the final personnel accounting report for that unit. When all personnel have been dropped from the account, the dropped cards will be delivered to the EAM Operations Unit for preparation of a Disbandment Roster (see paragraph 2330). This roster will list all the personnel who appeared in the account since the last monthly personnel roster was prepared. The roster is delivered to the DPO for signature, and then forwarded with unit diaries to Headquarters Marine Corps as a bound diary group.

f. SUSPENSION OF DIARY SUBMISSION DUE TO BEING AT ZERO STRENGTH - When this occurrence is reported, all personnel should have been reported dropped from the account and processing is suspended pending resumption of diary submission. If diary submission is not resumed by the end of the month in which it is suspended, the monthly personnel roster, consisting only of a dropped section, will be prepared in accordance with the instructions in subparagraph e., above.

3. Correction Entries

a. A correction entry changes data reported on a unit diary, IRC, or audited roster previously submitted to the DPI.

b. The coding analyst will process these entries in the accounting cards in the same manner as other entries.

4. Joining (Gain) Entries

a. A joining entry causes an accounting card to be added to the unit file, thereby increasing the strength by one. Each joining entry must be coded to indicate by type of change whether the action causes an increase to the Marine Corps strength (accessions by enlistment, reenlistment, appointment to officer status, resumption of enlisted status, return from desertion or assignment to extended active duty), or merely a gain to the unit after transfer from another unit. In the latter case, the type of change code also indicates whether or not the other unit is in the accounting jurisdiction of the same DPI.

b. INITIAL ENLISTMENTS AND ACCEPTANCE OF COMMISSION OR REENTRIES AFTER BROKEN SERVICE - An entry which reports an accession to Marine Corps strength by initial enlistment, initial acceptance of commission, reenlistment not immediately following a separation, or an acceptance of commission not immediately following a separation will be processed by coding on a blank accounting card. The following data is coded in addition to those items shown on the unit diary:

Type and date of change

Expiration of active service (EAS) on enlistment or reenlistment if not shown on IRC

Tour date, if it is not shown on the IRC

Term of Enlistment, if it is not shown on the IRC

Strength category

Reporting unit code

The auditing analyst will insure that accounting cards representing enlisted gains are accompanied by a static card. The preparation of accounting and static cards for initial enlistments through recruiting stations is governed by paragraph 3400.

c. REENLISTMENTS IMMEDIATELY FOLLOWING DISCHARGE - The accounting card in the file will be duplicated prior to coding a separation followed by immediate reenlistment. This action provides a card on which to code the reenlistment. The following data must be obtained from the diary entry:

Type and date of change

New component/class/reserve status code, if the reentry is an integration from another component

New date of expiration of active service (EAS)

Term in which serving in the Marine Corps; increase this item as shown in the duplicate accounting card by one for reenlistment in USMC only and verify against entries as to previous service shown on the enlistment contract and record

Strength category, if change is indicated

d. REENTRY AS ENLISTED OR OFFICER IMMEDIATELY FOLLOWING SEPARATION AS OFFICER OR ENLISTED - An entry reporting a joining of an enlisted man following termination of officer status or the joining by acceptance of appointment after discharge or closing of accounts as enlisted will be coded on an IRC. An IRC is required with such entries because of the change in service number and certain other data. The following data must be obtained from the entry in addition to items shown in appropriate blocks on the IRC:

Type and date of change

Strength category, if a change is indicated

Reporting unit code

Other items on the IRC which would normally be the same for the individual regardless of officer or enlisted status should be checked and the unit questioned regarding discrepancies. Insure that the name is the same as that shown in the last card for the previous status.

e. RETURNS FROM DESERTION - An entry reporting a joining from desertion will be coded on an IRC. Items which must be obtained from the entry are:

Type and date of change (type of change must indicate a gain from desertion)

Strength category

Reporting unit code

f. JOINING BY ASSIGNMENT TO EXTENDED ACTIVE DUTY - When an entry reports the joining of a reservist by assignment to extended active duty, it is a gain to the strength of the Regular Marine Corps and is coded on an IRC. The following data must be obtained from the joining entry in addition to those items shown on the IRC:

Type and date of change (type of change code must indicate the gain)

Tour date, if not shown on the IRC

Strength category

Reporting unit code

The coding analyst will search the Anticipated Accounts File (see paragraph 3250) for a duplicate of the loss card from the reserve account from which he was dropped to active duty. Comparison will be made of name and service number and the unit notified of differences.

g. JOINING FROM ANOTHER UNIT - Upon joining of an individual from a unit in the same DPI, the coding analyst will code this entry on the individual's accounting card obtained from the pending section of the joining unit's file. The type of change code used will indicate a joining from another unit in the same accounting jurisdiction and cause the new card to add one to the strength of the unit when control listed. The new card is placed in the unit's file,

and a duplicate is forwarded to HQMC. Joining of personnel within same DPI with skeleton information is not permitted.

(1) When the coding analyst receives an accounting card indicating an expected joining from another unit in the same DPI, he can determine from the date of transfer when the individual should join. If the individual is not reported joined by then he will:

First: Check with the analyst who processed the transferring entry to determine whether or not the transfer was deleted. If the transfer has been deleted, destroy the duplicate accounting card.

Second: If the transfer has not been deleted, communicate with the reporting unit which should have joined the individual to notify them of the overdue joining.

(2) If an individual is reported as joined from a unit in the same DPI and the coding analyst processing that diary has not received an accounting card, he will:

First: Request a duplicate of the latest card from the coding analyst who has the account of the unit from which the individual joined.

Second: Use this duplicate to code the joining entry. The coding analyst will receive an accounting card at such time as the unit reports the transfer. The accounting card would then be used to insure that the information contained in the previously obtained duplicate was not changed by the transferring unit. Further, it will be used to insure that the card reporting the joining has a later date. If the joining card does not reflect a later date, process a 29 type change (see Chapter 4, change codes).

(3) If the diary reports a joining from a unit under the accounting jurisdiction of another DPI, the coding analyst will code this entry on the individual's accounting card obtained from the Anticipated Accounts File. If a duplicate card is not available in the Anticipated Accounts File code a blank accounting card for a skeleton which must be replaced by a complete card within ten (10) days. The type of change code used will indicate a joining from a unit in a different accounting jurisdiction and cause the new card to add one to the strength of the unit when control listed. The new card is placed in the file and a duplicate is forwarded to HQMC. If duplicate accounting cards are frequently not available from a particular DPI notify the DPO.

The following coding is required on a duplicate transfer accounting card:

Re-establish that portion of the name which was deleted by new DPI code, EDA and the code of the RU to which transferred. If the name is less than six (6) columns, code dashes to delete the new DPI code, EDA and RU from columns 6-13.

Type and date of change

Tour date, if affected

Date departed/arrived U.S., if affected

Strength category, if correct code is not in card

Reporting unit code

5. Drop (Loss) Entries

a. Drop entries cause an accounting card to be deleted from the file, thereby decreasing the strength by one. They may also cause a decrease in the strength of the Marine Corps. Each drop entry must be coded to indicate, by type of change, the effect on the strength.

Drop entries which transfer an individual to another unit cause a change in unit strength only. Drop entries which separate an individual from the Marine Corps (discharge, deaths, desertions, retirements, resignations, and dismissals of officers) cause a reduction in Marine Corps strength and the strength of the unit. Entries which drop an individual from officer or enlisted status to re-enter as enlisted or officer cause a change of officer and enlisted strengths within the unit and Marine Corps.

(1) When Unused Leave is listed as data to be coded on separation entries, it will be understood to mean:

Enter number of days Unused Leave, if reported

Enter two zeroes if diary entry indicates No Unused Leave "NO UL" or the type of separation does not entitle the individual to settlement of unused leave

Enter two dashes if diary entry shows "UL Not Sett" or fails to show unused leave settlement

(2) When the following items are coded on drop entries, they will be entered in the coding blocks for the fields shown to the right:

Item	Field
New DPI Code	Name (column 6)
Month of EDA	Name (column 8)
Reserve DPI Code and first two digits of Reserve District RU Code	Name (columns 6-8)
Unused Leave	Name (columns 9-10)
Separation Code	Name (columns 11-13)
Reporting Unit or Command to which transferred	Name (columns 9-13)

b. TRANSFER BETWEEN UNITS - Upon transfer of an individual to another unit in the same DPI, the coding analyst will code on the accounting card obtained from the body of the file. An off color card is inserted in the drop section on which is written the last name of the individual and the type of change to be processed. The type of change code will indicate that the individual was transferred to a unit in the same accounting jurisdiction and cause the new card to subtract one from the unit's strength when control listed. He will receive a transfer accounting card for the drop section of the file and a duplicate accounting card for the analyst accounting for the unit to which the individual was transferred.

(1) If a coding analyst is informed that an individual has been joined by another unit and the individual has not been reported transferred he will:

First: Furnish the coding analyst who is processing the joining entry a duplicate of the latest accounting card.

Second: Communicate with the unit to inform them of the joining and request disposition. Since both coding analyst must remain in balance with the units they are processing, the individual will be carried in two accounts until such time as one of the units corrects its diary.

Third: When transfer is reported on the diary and processed, furnish a duplicate accounting card to the coding analyst processing the unit that joined the individual.

Fourth: Inform the joining analyst if the unit did not, in fact, transfer the individual.

(2) If the diary reports a transfer to a unit in another DPI, the coding analyst will code on the accounting card obtained from the body of the file. The type of change code used will indicate that the individual was transferred to a unit in another accounting jurisdiction and cause the new card to subtract one from the unit's strength when control listed. The new card is placed in the drop section of the file. A duplicate is forwarded to HQMC, also, a duplicate is forwarded to the DPI accounting for the unit which will next join the individual. The following data must be obtained from the diary entry and coded on the accounting card:

Type and date of change

New DPI and month of EDA (not required on within DPI transfers)

Strength category (purpose for which transferred)

Reporting unit or command to which transferred

c. RELEASE FROM ACTIVE DUTY AND TRANSFER TO FMCR - When an entry reports a release from extended active duty, the coding will be done on the accounting card in the file. The following data must be determined from the diary entry:

Type and date of change (date of change is the constructive date of release)

Reserve district DPI code and first two digits of the Reserve district reporting unit code

Unused leave

Separation code

Transfers to the Fleet Marine Corps Reserve are processed in the same manner providing the individual is released from active duty. When the individual is retained on active duty, transfer to FMCR is processed as above except the reserve district DPI code, first two digits of the reserve district reporting unit code and unused leave are omitted and a different separation code is used. This change is immediately followed by a gain to active duty to reestablish the individual in the active establishment. This gain is processed on a duplicate of the accounting card which was made prior to processing the loss. The following must be coded:

The and date of change (one day later than the release)

New component/class/reserve status code

New EAS date (expiration of period for which retained)

New term of enlistment code

d. DISCHARGES - Discharge entries will be coded on the accounting card in the file. When the accounting card is removed, insert in its place or in the drop section, as appropriate, an off color card. On this card is written the last name of the individual and the type of change to be processed. If the entry indicates the individual will reenlist, or in the case of a reserve officer, reenter as a regular, make a duplicate of the accounting card on which to code the re-entry. (see Joining entries). The following data must be determined from the diary entry:

Type of change - to indicate discharge and whether or not the individual will reenter the same establishment

Date of change (date of discharge)

Unused leave

Separation code - to indicate type of discharges, reason for discharge, whether or not those eligible to reenlist do and, if so, in which component; and, if they don't, whether recommended for reenlistment or not. Also, in the cases of physical disability discharge, whether with or without severance pay.

Whenever a diary entry reports a discharge as of a date earlier than the date of change in the current accounting card, the coding analyst will note beside this entry: "Earlier Date Separation." The auditing analyst will insure that prior to releasing the new accounting card, he duplicates it, returns the original to the release group and forwards the duplicate by letter to HQMC for manual processing. This procedure is required because the files are controlled by date of change. Steps must also be taken to effect removal of later date from DPI files.

e. DEATHS - The type of change must indicate a separation and the separation code must indicate the cause of death and whether death occurred as a result of training or non-training. When death occurs while the individual is enroute between duty stations, the new reporting unit will join and drop the individual on the same date. In this case the coding analyst will process the joining according to instructions for joining entries, but the joining date of change will be one day prior to the date of death. The date of change of the loss entry is the date of death. The following data must be obtained from the entry and coded on the accounting card:

Type and date of change

Unused leave

Separation code

f. DESERTIONS - The following data must be obtained from the entry and coded on the accounting card:

Type and date of change (date of change is date absence commenced).

Unused leave (two zeroes)

Separation code

g. RETIREMENTS - The type of change must indicate separation and the separation code must show specific reason for retirement. The following data must be determined from the entry and coded on the accounting card:

Type and date of change

Unused leave

Separation code

In time of war or national emergency, individuals may be transferred to the Retired List but retained on active duty. In such cases, duplicate the accounting card and process the retirement as prescribed above. Use the duplicate card to process a gain by assignment to active duty dated the next day. The following must be coded:

Type and date of change

New component/class/reserve status code

New EAS date on enlisted

New term of enlistment

PULHES or Suffix code on enlisted only, if reported changed.

h. RESIGNATIONS AND DISMISSALS OF OFFICERS - The following data must be determined from the diary entry and coded on the accounting card:

Type and date of change

Unused leave

Separation code

Regular officers who resign are often commissioned in the reserve and later released from active duty. When this is indicated, duplicate the accounting card prior to processing the resignation and use this card to process a gain by reentry. This change is dated the day after the resignation.

The following data is required in the accession card:

Type and date of change

New component/class/reserve status code

Alphameric month and last digit of the year for the date of EAS (Columns 46-47)

Strength category, if changed

i. TERMINATION OF OFFICER APPOINTMENT

(1) The appointments of officers serving in a temporary status may be terminated for one of the following purposes:

to revert to permanent status - temporary 2dLt or higher reverting to permanent enl, WO, or CWO

to revert to permanent enlisted status for separation and acceptance of permanent commission, chief warrant, or warrant officer rank

to revert to permanent CWO or WO rank from temporary commissioned rank to accept permanent commissioned status as 2dLt or higher

(2) In the first case described in sub-paragraph (1) above, if the permanent status to which reverted is CWO or WO, it is treated as a reduction in rank and the following data is coded on the current accounting card:

Type and date of change

Rank to which reverted

Date of Rank to which reverted

Delete or change contract and duty limitation

If the permanent status to which reverted is enlisted, a loss to officer strength is followed by a gain to enlisted strength and a new IRC is required to reestablish the individual as enlisted. The officer accounting card is coded to reflect the separation to reenter and the following

data is obtained from the diary entry.

Type and date of change

Unused leave

Separation code

The IRC is coded to produce the enlisted gain accounting card. The following is obtained from the diary entry:

Type and date of change

Strength category

Reporting unit code

Insure that IRC and officer accounting card agree as to name and other items which should be the same regardless of officer-enlisted status.

(3) In the second case described in sub-paragraph (1) above, four (4) actions are required: a loss to the officer strength; a gain and a loss to the enlisted strength; and a gain to the officer strength. Each occurrence must be represented by a separate accounting card. Duplicate the accounting card to provide a card on which to code the reentry as an officer. Obtain the following from the diary entry and code it on the officer accounting card:

Type and date of change (date of termination of temporary appointment)

Unused leave

Separation code

Obtain the following information from the diary entry and the officer accounting card and code it on a blank IRC to produce the enlisted accession accounting card:

Name and enlisted service number

Type and date of change (same date as termination of temporary appointment)

Rank as enlisted

Primary MOS

Component/class/reserve/status code

Strength category

Reporting unit code

Now code another blank IRC to reflect the separation as enlisted to reenter as officer, obtaining the following information from the diary entry and the latest officer accounting card:

Type and date of change (one day later than termination of temporary appointment)

Rank as enlisted

Primary MOS

Component/class/reserve/status code

Pay entry base date

Dependents code

Unused leave

Separation code

GCT

Strength category

Reporting unit code

The last step is to code on the duplicate of the officer accounting card to reestablish the individual as a permanent officer, obtaining the following data from the diary entry:

Type and date of change (one day later than the termination of temporary appointment

Component/class/reserve/status code, if changed by integration

Delete or change contract and duty limitation

(4) In the third case described in subparagraph (1) above, the individual already has a permanent officer status and is merely changing from permanent warrant or chief warrant to permanent commissioned officer status. No loss or gain actions are involved and the current accounting card is coded to reflect a change in contract and duty limitation.

j. ACCOUNTS CLOSED AS ENLISTED - An entry reporting enlisted accounts closed to accept temporary appointment to officer status causes a loss to enlisted strength which is followed by a gain to officer strength. The following data is obtained from the entry and coded on the enlisted accounting card:

Type and date of change

Unused leave

Separation code

A new IRC is required from the unit to establish the individual as an officer. Insure that IRC and enlisted accounting card agree as to name and other items which should be identical regardless of officer-enlisted status. Code the IRC, obtaining the following from the joining entry on the diary:

Type and date of change

Strength category

Reporting unit code

6. Name or Service Number Changes or Correction - The name and service number are the means of identification in the system. Errors in either constitute one of the major difficulties in machine processing. The coding analyst must insure that the name and service number of an individual is reported consistently. When an actual change is reported or a correction is required the coding analyst will process it as follows:

a. Remove the accounting card from the file and compare it with the entry to insure that the name or service number must be changed in the card. Insert an off color card in its

place on which is written name and type of change. The following will be obtained from the entry and coded on the accounting card.

Correct name or correct service number

Type and date of change

Then code on a name and service number change coding sheet to produce a name or service number change card in accordance with instructions in Part D. (This card is used as a pull card to extract the incorrect cards of name or service number from HQMC and DPI files. If a change in service number is involved, code two blank accounting 5081 cards as follows:

(1) Enter "SUBTRACT" in the name coding block

Enter the WRONG service number in the service number coding block

Enter 79 type change code in the type of change block (see Chapter 4, type change codes)

Enter date of diary in date of change block

Enter the individual's rank code in the rank code block

Enter the reporting unit code in the reporting unit code block

(2) Enter "ADD" in the name block

Enter the CORRECT service number in the service number block

Enter 89 type change code in the type change block (see Chapter 4, type change codes)

Enter date of diary in date of change block

Enter the individual's rank code in the rank code block

Enter reporting unit code in the reporting unit code block

These cards will cause adjustment of the service number control total in the batch control card when the work group is control listed. After the auditing analyst receives the control list and the cards, he removes and destroys any 79 and 89 type changes from the group prior to releasing it.

7. Promotion and Reduction Entries and Corrections to Rank or Date of Rank

a. When a diary entry reports the promotion of an enlisted person or the acceptance of appointment or commission in a higher rank by an officer, it will be coded on the accounting card. The following data must be obtained from the entry:

Type and date of change

New rank and date of rank

b. When a diary entry reports the reduction of an enlisted person or the termination of a temporary appointment of an officer to revert him to a lower permanent officer rank, both the lower rank and the new date of rank must be shown on the diary. The following information is coded on the accounting card:

Type and date of change

Rank and date of rank to which reduced

Contract and duty limitation is to be deleted in the case of termination of temporary appointment in commissioned rank of a permanent CWO or WO

c. These changes are significant. Certain other changes of information may be combined with a promotion or reduction, but the type of change must always reflect the promotion or reduction. See Chapter 4 for detailed instructions on combination of changes and significant types of changes. In the case of a promotion or reduction reported at the same time as a loss entry, the accounting card will be duplicated and the promotion or reduction processed on the duplicate with a date of change one day earlier than the date of the loss which is coded on the original accounting card. If the loss is to be followed by a reentry, two duplicates are made of the accounting card. The loss entry is coded on the original accounting card and must reflect promotion or reduction which was coded on the duplicate.

8. Changes to Other Items of Information in Accounting Cards

a. Diary entries which report changes other than those described in the preceding paragraphs are coded on the accounting card using the appropriate type of change code and the diary date for the date of change, inserting the new information in the appropriate coding block.

b. Certain of these changes may be combined if change to more than one item is reported simultaneously. See the type of change codes in Chapter 4 for detailed instructions.

c. When a change of either primary or additional MOS's is reported, the reporting unit is required to show a spread of all MOS's for the individual. The coding analyst will insure that in changing one MOS, the other is also changed as shown in the diary entry.

9. Special Instructions for Processing of Deletions or Corrections to Gain or Loss Entries

a. When a unit diary entry reports the deletion of a discharge or release from active duty entry, the accounting card for the individual involved must be reestablished in the unit account as well as in HQMC files, providing the drop entry has been processed. To reestablish the individual in the accounting card files, the coding analyst will use the separation accounting card from the drop section of the file. He codes the type of change code that indicates a gain to the regular establishment to counteract an erroneous separation. The date of change is one day later than that in the separation card. Reestablish that portion of the last name which was deleted by the processing of the drop entry. (Add dashes to blank remaining columns if the last name is less than 13 letters).

b. When a unit diary reports a correction to a legitimate separation entry which has been processed (e.g., a change in the reason or authority for separation which causes a change in the separation code; a change in the effective date of the separation; or a change of other information which should have been included in the separation card), the coding analyst will code the necessary changes on the separation card. Three corrected cards will be prepared. One will be inserted in the drop section of the file if the MPR has not been prepared and one in the DPI Loss File to replace the incorrect card. The other corrected copy of the separation card will be delivered to the Chief Analyst for forwarding by letter to HQMC, indicating that it is to be substituted for the card previously forwarded.

c. When a unit diary deletes a transfer as erroneous, the coding analyst will obtain the transfer card and code it to rejoin the individual in the account. The type of change in this case will indicate a rejoining in the unit account to counteract an erroneous transfer. The date of change must be one day later than the date in the erroneous transfer card. Deleted portion of name must be reestablished.

d. When a unit diary reports the deletion of an erroneous joining (individual did not in fact join the unit) and the auditing analyst has established the individual in the unit file by control listing, this gain must be counteracted by a loss. This will be accomplished as indicated below:

(1) Deletion of a joining from another unit in the same DPI. The date of change will be the same date as in the erroneous joining card and the Reporting Unit Code for the unit from which erroneously joined will be entered in the appropriate columns (9-13) of the name field. The auditing analyst will cause this card to be control listed to subtract the individual's service number from the service number control total and to adjust the strength totals in the batch control card. He will not release this card nor file it in the drop section of the file but will ascertain to which unit in the DPI jurisdiction the individual belongs. If the individual was not actually transferred from the original unit, the auditing analyst will cause the coding analyst for that unit to submit a change dated one day later than the erroneous joining. If the individual was transferred to a different unit, the auditing analyst will insure that the accounting card in that unit is dated later than the erroneous joining.

(2) Deletion of a joining from a unit in another DPI. The date of change will be the same date as the erroneous joining and the Reporting Unit Code for the unit from which erroneously joined will be entered in the appropriate columns (9-13) of the name field. The auditing analyst will cause this card to be control listed and then ascertain whether the individual should have been or has been joined in another unit within the same DPI. He will not release this card nor file it in the drop section of the file. If joined by another unit insure that a later date card is submitted. If there is no indication that the individual should have joined a unit serviced by the DPI, mail the deletion card to the DPI servicing the unit from which erroneously joined with a letter indicating the circumstances. The other DPI will check its records to determine if the individual was transferred. If not transferred, destroy the card after insuring that the current accounting card contains a later date. If transferred, send the card to the DPI which should have joined him, with appropriate explanation, so the new DPI may insure that he has been joined correctly.

e. When a unit diary reports an as of transfer which will cause the transfer accounting card to contain a date of change earlier than the date in the card previously forwarded to HQMC, the coding analyst will code the transfer in the normal manner. In addition, he will obtain an extra copy of the transfer card. The coding analyst will enter on the extra card in the unused block on the extreme right center of the card opposite the coding block for service number the date of the latest card in the system. This card is then forwarded to the Chief Analyst for disposition. If the individual is transferred to a unit under the accounting jurisdiction of the DPI, the Chief Analyst will forward this card to the joining analyst. If the individual is transferred to a unit under the accounting jurisdiction of another DPI, the Chief Analyst will forward the transfer card to the cognizant DPI.

f. When a coding analyst receives a transfer accounting card, it indicates that an individual has or will join one of his units. If this transfer card has a date written in the unused block opposite coding block for service number, this date is the date of the latest card in the system. In the event the date of joining is earlier than the date written on the transfer card, the coding analyst will process the joining or a 29-type change dated one day later than the written date.

10. Gang Punching Procedure

a. When a unit diary reports a change which affects a group of persons in the unit, the coding analyst may save time and effort by using the gang punch procedure. This is done by selecting the accounting cards of the individuals affected, inserting off color cards in their places (for a group transfer, the off color cards may go in the drop section). After comparison of accounting cards with the diary entry as to standard identifying information, the accounting cards are assembled as a deck at the front of which is placed a card with type and date of change and new information coded in the proper blocks and labeled at the top "gang punch header." This deck, with a rubber band around it, is included with other coded accounting cards and the diaries of the work group when delivered to the auditing analyst.

b. The auditing analyst will audit the coding on the gang punch header card, have it punched (or punch it), audit it, and send it and the deck of accounting cards to the EAM Operations Unit for gang punching. Other coded accounting cards of the work group go to the Key Punch Operator. The gang punch group when returned from the EAM Operations Unit will consist of old deck and two new decks. The auditing analyst sight checks the new accounting cards to insure that gang punching and reproducing are accurate and gives one new group to the coding analyst for insertion in his file. If the change was a drop or a joining, he includes the other new deck with the remainder of the work group for control listing so they will be added or subtracted from the batch control card totals. After control listing, all cards are released.

11. Control Listing

a. The control listing results from a combination listing and tabulating procedure which reflects the gains and losses processed in an account, adjusts the totals contained in the unit batch control card, and lists the information in the new accounting cards. The type of change code in the accounting cards controls the counters in the accounting machine and has the following effect on the batch control card:

(1) If the digit 8 is punched in the first column of the type of change field in the accounting card the service number in that card will be added to the service number control total in the batch control card. The unit total, and either the officer or enlisted total will be increased by one, depending on the rank code in the accounting card.

(2) If the digit 7 or 9 is punched in the first column of the type of change field in the accounting card the service number in that card will be subtracted from the service number control total in the batch control card. The unit total, and either the officer or enlisted total will be decreased by one, depending on the rank code in the accounting card.

(3) If the first column of the type of change code contains any digits other than a 7, 8 or 9 it will have no effect on any total in the unit batch control card.

b. The control list shows the following information:

(1) Current batch control card totals

(2) Listed accounting cards representing the changes processed in the unit account for the particular work group.

(3) Totals which should appear in the new batch control card which was summary punched during the control listing process.

c. The auditing analyst uses the control list to verify batch card totals and to compare against the strength balances section of the diary for the date shown in the new batch card. In addition, the control list furnishes a means to locate errors in processing which may escape the auditing analyst at the time he audits the coding. It also provides the Chief Analyst and Data Processing Officer the means to review the accuracy of analyst processing.

3240 CODING FROM THE AUDITED AND CERTIFIED MONTHLY PERSONNEL ROSTER

1. Normally the audited and certified roster is returned to the DPI with a unit diary. Corrections entered on the roster are processed in the same manner as unit diary entries.

2. The date of change will be the date the roster is certified. In order to facilitate research at the DPI, the unit's position of the day of the date of change may be converted to a letter by the addition of a 12 punch. See paragraph 4207, Chapter 4, for the Converted Day Code.

3250 ANTICIPATED ACCOUNTS FILE

1. The Anticipated Accounts File consists of duplicate transfer accounting cards received from other DPI's.

2. The coding analyst will use this file to obtain cards on individuals who are joined from units under the accounting jurisdiction of other DPI's.

3. This file will be searched monthly for cards containing months of EDA which indicate that the individuals should have been joined. If any are present, they will be researched to establish their proper status. If complete accounting cards for individuals who have been dropped with skeleton cards are found in the Anticipated Accounts File, these complete cards will be forwarded to the new joining Data Processing Installation immediately.

PART D: CODING ON THE DOCUMENTS

3300 GENERAL

1. This part consists of instructions for coding on the accounting card, IRC, and other documents used in the Personnel Accounting System. The spacing and sequence in which the data is coded is specified herein. Data to be coded is determined from instructions in Part C:

2. There are certain basic rules governing coding. These rules are explained in the following sub-paragraphs.

a. Data which is typed on the document in the proper coding space and in the proper form for punching is merely underlined to indicate to the key punch operator that it is to be punched as typed. If only a part of the typed item is to be punched, line out the letters or numerals not desired and underline the remainder.

b. If an item entered on the document must be converted to a code, print the code in the proper space. The key punch operator is instructed to punch whatever is hand printed in each coding block, commencing in the card column shown at the lower left-hand corner of the block or as indicated by the card column number followed by the coding, e.g., 31/03.

c. If a block on an IRC is blank or has "UNK" entered in it and an entry is normally required in that block, code dashes to indicate "unknown." Enter the same number of dashes as there are columns in the field, e.g., -- or ~~2~~, ~~3~~.

d. If a zero is entered in a block to indicate "none", slash the zero (i.e., Ø) if the punching field is only one column. If the punching field is more than one column, enter the numeral for the number of columns and circle it; e.g., (2)(3) to indicate two or three zeroes to be punched.

e. When coding on a punched accounting card and it is desired to delete an item of information, the number of zeroes equal to the columns in the field are entered in the coding block for that item if the information for that field is known to be none, or similar number of dashes if the information is unknown. The key punch operator will punch as many zeroes as there are entered, or if dashes have been entered, he will space as many columns as there are dashes. Consequently, it is very important that the correct number of zeroes or dashes be entered in the specific coding block to ensure correct key punching.

f. Coding must be legible.

3310 CODING OF NAME AND SERVICE NUMBER ON IRC AND ACCOUNTING CARD

1. Last Name - Underline the first 13 letters, and draw one line through the portion that is over 13 letters. If less than 13 letters underline entire last name. Join prefixes to the main part of the name, e.g., O"LEARY, MC DAVITT AND VAN CAMP would become OLEARY, MCDAVITT and VANCAMP. Multiple last names will be joined together; e.g., GONZALES-LOPEZ would become GONZALESLOPEZ Line out "Jr", "Sr", "II" and "III" and similar words or abbreviations.

2. First Name - Enter the first letter in the block opposite name which indicates card column 14. Line out the first name as typed on the IRC.

3. Second Name - Enter the first letter in the block opposite name which indicates card column 15. Line out the second name as typed on the IRC. In case of no second name enter a dash (-).

4. Line out additional middle names or initials.

5. Service Number - If the number is 7 digits underline entire number. If 6 digits precede number with a dash (-). For women officers only precede number with "W".

BLOCK NO.	CODING INSTRUCTIONS
1	DISPOSITION - Enter the type of change (2 columns), date of change (2 columns day, 2 columns month, and last digit of year) as determined from the diary. (On loss and gain entries the date of change is the date of occurrence) (On other type entries the date of change is the date of the diary).
2	No coding necessary.
3	RANK IN WHICH SERVING - Enter code for the rank shown.
4	DATE OF RANK - Enter alphameric month and last 2 digits of year for the date shown. For privates enter three zeroes ③ .
5	PRIMARY MOS - Underline primary MOS (For Naval Personnel insure that the Officer Designator Code or Primary Enlisted Classification Code, as appropriate, is inserted and underlined).
6	ADDITIONAL MOS - Do not code in this block (See instructions for block 10).
7	COMPONENT/CLASS/RESERVE STATUS - Underline the code inserted or enter the component code for personnel of other services.
8	CONTRACT/DUTY LIMITATION - Enter the code for the limitation shown.
9	RACE - Enter the code in the block for card column 16 opposite name.
10	Enter the first additional MOS from block 6 or four zeroes ④ .
11	EAS - Enter the alphameric month and last digit of the year for the date shown. Enter two zeroes ② for regular officers.
12	PEBD - Enter the alphameric month and last 2 digits of the year for the date shown.
13	DATE OF BIRTH - Underline the last 2 digits of the year shown.
14	PULHES - If two letters are shown, line out the first letter, and underline the 2nd (suffix). If a single letter is shown underline it. If a numeric code is shown assign appropriate code. (OFFICERS/FEMALE ENLISTED enter zero)
15	TOUR DATE - Enter the alphameric month and year code for the date shown.
16	OBLIGOR DESIGNATOR/TERM IN WHICH SERVING - Enter the appropriate code.
17	SPECIAL DESIGNATION - Enter the appropriate code.
18	DEPENDENTS - Enter the appropriate code.
19	DEPENDENTS LOCATION - Enter the code for the state as shown in the booklet entitled "Numerical Code for States, Counties, and Cities of the United States". If a location other than a state is reported enter the appropriate code as shown in chapter 4.

BLOCK NO.	CODING INSTRUCTIONS
20	DATE ARR/DEP U.S. - Enter the alphameric month and last 2 digits of the year for the date shown.
21	SERVICE SCHOOL COMPLETED - No coding necessary at present time.
22	CIVILIAN EDUCATION - Enter the code for the level and major subject shown.
23	CIVILIAN OCCUPATION - Underline the first three digits of the civilian occupation code number and line out other digits.
24	LANGUAGE QUALIFICATION - Enter the code for the Foreign Language in which the individual has been tested and found proficient. If the marine has not been tested, enter the language in which he has the highest ability. In the event two foreign languages are shown with the same ability, enter the code for the first one shown. Individuals assigned critical language MOS's as first and/or second additional MOS's will be coded as follows: a. 1st and 2nd additional MOS are critical language MOS's - code language qualification indicated by the 2nd additional MOS. b. 1st additional MOS only is a critical language MOS and is proficient in another critical language - code language qualification of other than that indicated by the 1st additional MOS. c. 2nd additional MOS only is a critical language MOS - code language qualification indicated by the 2nd additional MOS. d. 1st or 2nd additional MOS is a critical language MOS and is not proficient in another language - code language qualification indicated by either 1st or 2nd additional MOS as appropriate.
25	TEST SCORES (GC only) - Underline the score if it is 99 or less. If it is 100 or more enter the code for the score.
26	PAP LINE TO WHICH CHARGED - Underline the code shown. (Enter zero (Ø) for Navy personnel.) On transfers between commands PAP Line must be recorded as one (1).
27	DUTY ASSIGNMENT/TRNG DESIG - Enter the strength category code determined from the diary entry.
UNIT	REPORTING UNIT CODE

3330 CODING A SKELETON IRC

1. A skeleton IRC will not be used to establish an individual in an account upon joining from another unit serviced by the same DPI. A skeleton IRC may be used on other joinings only when it is determined that no means is available to establish the individual in the account with complete information. In such cases, the Chief Analyst will be notified in order to obtain complete information from the reporting unit.

Listed below is the minimum information necessary for the completion of a skeleton IRC:

Name

Service Number

Blocks 1, 3, 5, 7

Location/rotation tour date

Personnel Allocation Plan code

Strength category code

Reporting unit code

Such other information as can be determined from the information available will be inserted on the skeleton IRC. Whenever a skeleton IRC is coded a numeric X (11 punch) will be coded for punching in card column 64, which indicates a skeleton accounting card.

3340 CODING ON THE ACCOUNTING CARD

1. When coding diary entries on an accounting card, the coding analyst will first determine the type of change code, date of change and enter it in the blocks provided. The coded information is entered on the accounting card in the block provided for. Certain types of changes may not be concealed by being combined with and coded under another type. These are called significant changes and are explained in the type of change codes in Chapter 4.

2. The coding blocks on the accounting card are used in the same manner as blocks on the IRC but the sequence is not the same. Therefore, the instructions for coding each item of information which are set forth for the IRC apply generally to the coding of the accounting card and will not be repeated in detail in this paragraph. Certain variations, due to different arrangement of coding blocks, are specified below. When the phrase appropriate block is used in the following instructions, it means the block bearing the title of the information in question.

a. Name and service number blocks are located at the right of the coding section so coding therein is visible when the card is positioned in the key punch machine.

b. When a change to either primary or additional MOS is reported on the diary, the entry will show a resume of MOS's which the coding analyst compares against those in the individual's card and enters the new MOS(s) in the appropriate block(s).

c. Coding transfer

In the block for last name, code information indicated below to be punched in card columns shown:

Card Column	Information
6	Code of DPI accounting for the unit that will join the individual for duty. If ultimate duty station is not reported on the unit diary, code zero.
7	BLANK:
8	Enter the alphameric month code for the month of EDA. If no EDA is shown enter the EDA as estimated by the auditing analyst.
9-13	Enter the reporting unit code of the unit that will join the individual. (always enter the lowest echelon of command indicated in the transfer remark). If ultimate duty station is not reported on the unit diary, enter the reporting unit code of the unit to which reporting for further assignment (transfer) or transporation and enter zero in column 6.
74	Enter Personnel Allocation Plan Code one (1) on transfers between commands. (Personnel enroute within a command will retain PAP code assigned prior to the transfer).

75	Strength category code which will be assigned upon joining if different from the one in the card.

d. Coding separations or release from active duty. In the block for last name, code information indicated below to be punched in card columns shown:

Card Column	Information
6	If a release from active duty enter reserve DPI code accounting for the reserve unit that will join the individual.
7-8	Enter the first two digits of the reserve district reporting unit code which will join the individual. Otherwise, no coding is necessary.
9-10	Enter the number of days unused leave settled by cash. If the total number of days is less than ten prefix the number with a zero. When Unit Diary reports No Unused Leave or type of separation does not entitle unused leave enter two zeroes. If Unit Diary reports UL Not Sett or fails to show UL enter two dashes.
11-13	Enter the separation code.

3350 CODING OF ENLISTMENT CONTRACT AND RECORD

1. The content of the static card is obtained from the information shown on the Enlistment Contract and Record.

2. The Enlistment Contract and Record is coded as follows:

a. NAME - ITEM 1: Underline the name. A name consisting of over 26 letters is reduced to 26 by lining out the excess letters. Double last names or last names with prefixes such as GONZALES-LOPES, "O", "M", "MAC", "LA" and "VAN" are combined to make one word (e.g., GONZALESLOPES or MACTAVISH).

Designations such as "Jr", "Sr", "II" and "III" are recorded in the name field if there are available card columns, Roman numerals are changed to Arabic numerals; e.g., III change to 3. A name exceeding 26 letters would be coded as follows:

HENDRICKSON Franklin Clar~~ence III~~

(1) If the name is entered on the contract in an incorrect sequence (e.g., John William SMITH Jr instead of SMITH John William Jr), the analyst will place the name in correct sequence. When such is done, a note "Carried in PAS as _____" should be entered neatly in red pencil or stamped below the phrase "Enlistment Contract and Record".

b. RACE - ITEM 2: Enter the race code in this box

c. SERVICE NUMBER - ITEM 3: Underline the service number. This is an eight column field. A service number with less than eight digits will be preceded by dashes.

d. COMPONENT - ITEM 4: Enter the Component/Class/Reserve Status code.

e. DATE OF BIRTH - ITEM 5: Enter day (preceded by a zero if lst to 9th), alphameric month code and last two digits of the year.

f. PLACE OF BIRTH - ITEM 6: Enter the numeric code for the State/foreign country obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (outside Continental U. S.) code in this manual.

g. HOME OF RECORD AT TIME OF ENLISTMENT - ITEM 10: Enter the numeric code for County and State obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (Outside Continental U. S.)codes in this manual.

h. PLACE OF ENLISTMENT - ITEM 11: Enter the numeric code for the State obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (Outside Continental U. S.) codes in this manual.

i. EFFECTIVE DATE OF ENLISTMENT - ITEM 12: Enter the day (preceded by a zero if 1st to 9th), alphameric month code and last two digits of the year.

j. TERM OF ENLISTMENT - Enter the number of years for which enlisted, from item 26 in lower margin of the Contract and to the extreme left. If for an indefinite period enter the letter "I".

k. SOURCE OF ENTRY - ITEM 14 through 20: This is determined by the content of the enlistment contract as taken from boxes 14 through 20 and, in the case of previous service, the notation on the back of the contract which indicates the date of last separation from active duty and the individuals' component at that time.

l. CONTRACT LIMITATION - ITEM 13: Enter the contract limitation code, if any, to the right of the preceding code. Enter a zero if no limitation is shown.

m. RANK TO WHICH INITIALLY APPOINTED OR REAPPOINTED - ITEM 21: Enter the rank code to the right of the preceding code.

n. BLANK: Columns 64-80 are blank in the static card. As assistance to the key punch operator, enter seventeen (17) dashes (e. g. , ~~17~~) to the right of the preceding code.

3. When enlistment contracts have not been completed by the reporting unit, they will be processed by the coding analyst to obtain a static card. The contracts will then be returned to the reporting unit with a request that the missing items be completed and the contracts resubmitted in the normal manner. When this is done, the coding analyst will enter on the normal check-off sheet the fact that the reporting unit is charged with a contract for resubmission. Upon receipt of the contract from the reporting unit, a complete static card will be prepared and forwarded separately to HQMC for manual processing.

4. If an enlistment or reenlistment is reported and the contract is not attached, a static card containing name, service number, date of enlistment, term of enlistment and component/class/reserve status code will be punched and forwarded. Upon receipt of the contract a complete static card will be prepared and forwarded separately to HQMC for manual processing.

5. When a contract (other than resubmitted contract) is received without reenlistment entry on the diary, notify the unit of the fact and hold the contract pending receipt of the proper diary remarks, at which time the coding analyst will process both in the normal manner.

6. The coding analyst will insure that each enlisted accounting card reflecting a gain to the service (except joinings from desertion and assignments to EAD) is accompanied by a matching static card.

3360 CODING THE RECORD OF INDUCTION (DD Form 47 dated 1Apr56)

1. The content of the static card is obtained from the coded information shown on the Record of Induction for inductees who do not enlist in the Marine Corps. An Enlistment Contract and Record is prepared on inductees who enlist in the Marine Corps, and will be processed in the normal manner in lieu of the Record of Induction. The Record of Induction will be forwarded to HQMC with the Enlistment Contract and Record.

2. With the exception of the name, the Record of Induction (DD Form 47 dated 1Apr56) is coded

vertically from top to bottom in the "CODING COLUMN" on the right-hand side of the document as follows:

a. NAME - Section I, Item 1: The name is processed in the same manner as for the Enlistment Contract and Record.

b. RACE - Section VII, Item 25: Enter the race code in the first block.

c. SERVICE NUMBER - Section I, Item 2: Enter the service number in the second block. A service number with less than eight digits will be preceded by dashes.

d. COMPONENT: Enter the Component/Class/Reserve Status Code in the third block.

e. DATE OF BIRTH - Section I, Item 5: Enter the day (preceded by a zero if 1st to 9th), alphameric month code and last two digits of the year in the fourth block.

f. PLACE OF BIRTH - Section I, Item 12: Enter the numeric code for State/foreign country obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (Outside Continental U. S.) codes in this manual, in the fifth block.

g. PERMANENT HOME ADDRESS - Section I, Item 3: Enter the numeric code for County and State obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (Outside Continental U. S.) codes in this manual, in the sixth block.

h. PLACE OF INDUCTION - Section IX, Item 27e: Enter the numeric code for the state obtained from the manual of Numerical Codes for States, Counties, and Cities of the United States or Location (Outside Continental U. S.) codes in this manual, in the seventh block.

i. DATE OF INDUCTION - Section IX, Item 27a: Enter the day (preceded by a zero if 1st to 9th), alphameric month code and last two digits of the year, in the eighth block.

j. TERM OF ENLISTMENT: Code a dash for this item, in the ninth block.

k. SOURCE OF ENTRY - Section I, Item 9: Enter the source code, in the tenth block.

l. CONTRACT LIMITATION: Enter a dash for this item, in the eleventh block.

m. RANK TO WHICH APPOINTED OR REAPPOINTED: Enter the rank code for private, in the twelfth block.

n. BLANK; Columns 64-80 are blank in the static card. As assistance to the key punch operator, enter seventeen (17) dashes (e.g., ~~17~~) to the right of the preceding code.

o. The 13th; 14th; 15th and 16th blocks will be left blank.

3370 CODING THE NAME AND SERVICE NUMBER CHANGE CODING SHEET

1. In Part C, the coding required on the accounting card for name or service number changes is explained and produces a corrected accounting card for all accounting files. However, since these corrected accounting cards will not match the incorrect card which exists in the file for the individual, another card must be prepared to act as a "pull card" for extracting the incorrect card. This pull card is a name and service number change card and is obtained by coding a name and service number coding sheet. (See Figure 3-2). A change card must be prepared and forwarded for each accounting card which contains a name or service number type of change code.

2. The name and service number change coding sheet is coded as follows:

a. NAME SECTION: Enter the name by which the individual is currently carried in the personnel accounting system.

b. SERVICE NUMBER SECTION: Enter the service number by which the individual is currently carried in the personnel accounting system.

c. TYPE OF CHANGE CODE SECTION: Enter the appropriate type of change code.

d. DATE OF DIARY SECTION: Enter the date (2 digits for day, 2 digits for month, and last digit of the year) of the diary reporting the change or correction to the name or service number.

e. CORRECT SERVICE NUMBER SECTION: When coding to effect a service number change or correction, enter the new or correct service number. The service number is entered in the same manner as shown for coding on the IRC. Do not code in this section when coding for a name change or correction.

f. CORRECT NAME SECTION: When coding for a name change or correction, enter the new or correct name. Name is entered in the same manner as shown in IRC coding instructions. Do not code in this section when coding for a service number change or correction.

g. REPORTING UNIT CODE: Enter in this section the reporting unit code of the unit in which the change is processed.

PERSONNEL ACCOUNTING SYSTEM - U. S. MARINE CORPS

NAME AND SERVICE NUMBER CHANGE CODING SHEET

Analyst: Charles Date routed: 5/10/58

Key punched by:

Key verified by:

NAME (OR ERRONEOUS NAME)			SERVICE NUMBER OR (ERRONEOUS SERVICE NUMBER)	TYPE OF CHANGE	DATE OF DIARY	CORRECT SERVICE NUMBER (SERVICE NO. CHANGE ONLY)	CORRECT NAME (NAME CHANGES ONLY)			REPORTING UNIT CODE
1	14	15	17	24	26	35	51	64	65	76
HOLLINGSWORTH	J	P	1489412	J2	30098	1489512				32122

CODING THE NAME AND SERVICE NUMBER CHANGE CODING SHEET

Figure 3-2

PART E: PROCESSING OF ENLISTMENT CONTRACTS AND RECORDS OF INDUCTION RECEIVED FROM RECRUITING STATIONS

3400 ADMINISTRATIVE INSTRUCTIONS AND RESPONSIBILITY

1. Enlistment Contracts and Records of Induction received from Recruiting Stations will be processed separately from contracts received from other reporting units. It is the responsibility of the Data Processing Officer to insure that these contracts and induction records are completely processed and forwarded to Headquarters Marine Corps within five days after receipt. A contract coding section should be established within DPI's servicing recruit depots to expedite this processing.

2. The processing of these contracts and records at the field Data Processing Installations produces the initial static and accounting cards reflecting accessions to the Marine Corps. These accessions should be entered into the system as soon as possible after the enlistment or induction and included in the Weekly Gain and Loss Message Report. Until the accession accounting cards are received at HQMC subsequent accounting cards cannot be merged into HQMC file. Delay in forwarding static and matching accession accounting cards results in distortion of strength statistics compiled at HQMC and delays establishment of evidence of the enlistee's status as a marine.

3. The Source documents will be coded in accordance with instructions in Part D- Coding of Documents. Documents which are received with items missing will be processed to obtain static cards as complete as possible. In the case of missing enlistment or induction dates, use the closest approximate date as determined from attached orders. Incomplete cards will be forwarded to HQMC in the normal manner. Return the incomplete documents to the appropriate recruiting station for completion and resubmission. Retain a record of information contained in the cards forwarded (preferably a duplicate card) for comparison with documents when returned. At this time, code a corrected static card and forward it by letter to CMC (Code ABA-4) requesting manual substitutuon for the card previously forwarded.

4. Upon completion of the coding of the enlistment contracts and induction records, they will be forwarded to the EAM Operations Unit for punching and verification. After verification, the documents and static cards will be returned to the contract coding section. The static cards along with the batch control card will then be forwarded to the EAM Operations Unit where the static cards are interpreted and then listed with the batch control card. During the listing, the static cards are counted and the total is added to the total in the enlisted accessions field of the batch control card. The new total is punched in a new batch control card which then becomes the current one. The batch control card contains only the batch number, date of the latest diary processed, enlisted accessions to the Marine Corps accumulated only for each calendar month, code 89999 for reporting unit code. Upon return of cards and listings, the listing will be audited against the source documents, the static cards, corrected if necessary, will then be delivered to the EAM Operations Unit for preparation of accession accounting cards.

5. When the preceding months diaries overlap the current month's diaries, the contracts attached will be processed in two groups. One group consists of contracts received with the preceding month's diaries and the other consists of contracts received with the current month's diaries. The reason for this split is that static cards resulting from contracts received with the preceding month's diaries will be processed against the batch control card for that month, and static cards resulting from contracts received with the current months diaries will be processed against a batch control card prepared for that month. After cut-off diaries from all Recruiting Stations for the preceding month have been processed, the batch control card will be set aside for processing in the same manner as for regular reporting units.

a. Using the date of the latest diary processed may result in two or more batch control cards with the same date; however, the latest batch card is identifiable by the batch number (highest numerical value). The batch number will indicate in the first column the effective

month (alphameric month code) and in the last two columns the number of batch cards prepared for the month.

6. The accession accounting cards will be prepared by offset reproduction from the static cards and gang punching as indicated below:

OFFSET REPRODUCTION

Static Card	Information	Accounting Card
1-8	Name	1-8
27	Race	16
29-35	Service Number	17-23
36	Component/Class/Reserve Status Code	40
51-52	Date of change	26-27
55	Year of change (last digit)	30
61	Contract/Duty Limitation	41
62-63	Rank Code	31-32

GANG PUNCHING

Reporting Unit Code of command to which enroute (Recruit Depot)	9-13
Type of Change (5Ø series)	24-25
Month of Change Convert static alphameric month code (month enlisted) into two position month field for accounting card	28-29
Primary MOS - 9900	36-39
X to indicate skeleton card	64
Strength Category for Recruits	75
Reporting Unit Code (89999 to indicate enroute from a recruiting station)	76-80

3410 SUSPENSE JOINING FILE - PRODUCTION OF ACCOUNTING CARDS FOR

1. After production of the initial (accession) accounting cards as provided in the preceding paragraph, they will be reproduced 80x80 and then included in the HQMC Forwarding File along with the matching static cards. The reproduced deck will be sorted to service number sequence and merged into a "Suspense Joining File", daily. This action provides a card which matches the information coded from the contract or induction record against which to compare the accounting card produced by the analysts' coding of joining entries of recruits at the recruit depot.

2. Joining accounting cards for recruits will not be forwarded until matched with the duplicate of the accession accounting card in the suspense joining file. Matched accession cards will be destroyed.

3. The suspense joining file will be searched weekly for cards containing dates of enlistment or induction over seven (7) days old. If any are present, action will be taken to obtain report of joining at the recruit depot.

4. When no matching accession card is found in the suspense joining file for a joining accounting card other than one representing an assignment to EAD from a Reserve District, a check will be made to determine whether a contract has been received. If a contract has not been received, it will be requested by dispatch to the appropriate recruiting station. A skeleton static card and an accession accounting card are prepared and submitted to HQMC to report the gain to the Marine Corps strength. If the date of enlistment cannot be obtained from the recruit depot, use an approximate date. Upon receipt of the contract, a completed static card is prepared and forwarded by letter to HQMC to replace the skeleton card.

PART F: REPORTING UNIT PERFORMANCE

3500 GENERAL

1. In order to improve the accuracy of reporting the Reporting Unit Performance Report was established. This report furnishes the Commandant of the Marine Corps and Field Commanders with the number of items reported by various commands for a given month and the number of errors and items reported late.

3510 RECORDING TOTAL ITEMS REPORTED, ERRORS AND LATE REPORTING

1. During his daily processing, the coding analyst will count the number of items reported by each reporting unit, the types of errors and items reported late. He will use a Reporting Unit Error Sheet to record the number of items reported on each diary by reporting unit, the number of the various types of errors, and the number of items reported late. The totals of items reported, errors, and items reported late are entered on the DPI copy of the particular diary in a place determined by the DPO. The auditing analyst will verify these totals while auditing the analysts' coding. At the end of the processing month the coding analyst will tally the daily accumulation of totals of each unit separately. These totals are entered on a Reporting Unit Error Sheet which is key punched to produce the "Report of Reporting Unit Performance Summary Cards". These cards are forwarded to the EAM Operations Unit for preparation of the "Report of Reporting Unit Performance".

3520 DETERMINING TYPES OF ERRORS, TOTAL ITEMS REPORTED AND LATE REPORTING

1. Items reported on the unit diary which are not in accordance with Chapter 6, PRAM and/or inconsistent with information previously reported are errors.

2. The method of computing total items reported, types of errors, and late reporting is as follows:

a. Heading Section — 1 Item Reported

Error(s) anywhere in heading section — 1 Misc error

Sample

"Unit title not in accordance with T/O;Permanent home base not shown in location block; Diary numbers out of sequence; Diary date not completed."

b. All of Strength Section — 1 Item Reported

Error(s) anywhere in strength section — 1 Misc error

Sample

"Strength balance not in agreement with gains and losses reported; reporting unit numeric code not shown."

c. All of Authentication Section — 1 Item Reported

Error(s) anywhere in Authentication section — 1 Misc error

Sample

"Diary not signed: Authentication not in accordance with PRAM; Diary number and/or date not shown or disagrees with that shown at top of diary; Page number not shown."

d. Body Section

Each individual or organizational entry — 1 Item Reported

Misspelled or erroneous name — 1 Error

Sample

"Spelling of name different from previously reported without change or correction being reported."

Erroneous service number — 1 Error

Sample

"Service number different from previously reported without change or correction being reported."

Erroneous MOS — 1 Error

Sample

"MOS not authorized; MOS different from previously reported without change or correction being reported."

Erroneous Rank — 1 Error

Sample

"Rank not completed; Rank different from previously reported without promotion, reduction, or correction being reported."

Erroneous Component and Class — 1 Error

Sample

"C/C not completed; C/C impossible; C/C different from previously reported without change or correction being reported."

Incompleted Remarks

1 error for each item reported which contains an incomplete remark

Sample

"Failure to show reasons for discharge, unused leave, or recommendation for reenlistment on separation, authority for transfer, EDA on transfers, effective dates, itinerary on joining entries, reporting unit from which joined."

Items Reported Late

Each entry with a date of occurrence other than the date of the diary will be counted as a late entry, except entries delayed because of intervening non-work days (i.e., Friday, Saturday, and Sunday occurences may appear on a diary dated for Sunday and prepared and submitted on Monday). Late items will not, however, be counted as errors.

Totals

Total of all errors recorded during the month covered.
Total of all items reported during the month covered.
Total of all items reported late during the month covered.

PART G: CLOSING ACCOUNTS FOR MONTHLY PERSONNEL ROSTER PREPARATION

3600 GENERAL

1. At the end of each month, all reporting units will submit a diary for the last day of the month regardless of whether changes are to be reported. These diaries are used to process the files of the units to the end of the month and signify that the reporting unit has completed its reporting for the month. The coding analyst should examine his check off sheet to ensure that all diaries have been received including the "cut-off" diary. Check the file to ensure that all pending changes have been processed with the exception of joinings that will occur in following month (e.g., re-entry after separation, or reporting after transfer from another unit). After the diaries of the reporting units have been processed to the end of the month or when directed by the Chief Analyst, the coding analyst releases his files to the EAM Operations Unit where MPR's are prepared.

2. After the MPR has been prepared on a unit, the coding analyst will screen MPR for obvious error, then commence processing the diaries of the current month.

3610 MISSING DIARIES

1. Although undesirable, experience indicates that occasions will arise when it is necessary to close out a unit for preparation of a MPR, without a "cut-off" diary or with diaries for the month missing. The authority to close out a unit in such cases is vested in the Data Processing Officer. When such action is taken the roster must bear date of the latest diary received for the month and/or that specific diaries are missing.

2. Local conditions will determine the day of the month by which the MPR's should be prepared. The following is a general guide:

a. Units located on the same station as the DPI should be closed out by the second work day of the following month.

b. Units located in the United States but not on the same station as the DPI should be closed out by the third work day of the following month.

c. Units located overseas should be closed out by the fifth work day of the following month.

CHAPTER 4: PERSONNEL ACCOUNTING CODES

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PART B: EXPLANATION OF TYPE OF CHANGE CODE

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4110 GAIN AND LOSS TYPE CHANGES

4120 SIGNIFICANT TYPES OF CHANGES

PART C: CODES

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4213 MONTH CODE

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4216 RACE

4217 RANK (NAVAL PERSONNEL)

4218 RANK (USMC PERSONNEL)

4219 SEPARATION CODE

4220 SOURCE (ENLISTED) CODE

4221 SPECIAL DESIGNATION

4222 STRENGTH CATEGORY CODE

4223 TERM IN WHICH SERVING/OBLIGOR STATUS CODE

4224 YEAR CODE

4225 REPORTING UNIT CODE

CHAPTER 4

PERSONNEL ACCOUNTING CODES

PART A: GENERAL

4000 REASON FOR CODES

1. When it is necessary to record items of information in a small space, a method of reducing this information must be used. The method used in the Personnel Accounting card is coding. Information recorded, other than name, service number, and MOS is punched into the card in code form. These codes are numbers or letters applied to certain conditions to make machine processing possible.

2. All personnel involved in the processing of personnel information must become familiar with the codes used and the significance of the information or categories identified by the codes. Failure to do so results in improper application of the codes or incorrect presentation of information in reports.

3. Whenever it becomes apparent that a category exists for which no code has been established, initiate recommendation to Commandant of the Marine Corps (Code DGB).

PART B: EXPLANATION OF TYPE OF CHANGE CODE

4100 PURPOSE OF TYPE OF CHANGE

1. The type of change code is designed to identify actions which occur. The identity of these actions (occurrences - changes) is required to enable the agencies at Headquarters Marine Corps to compile statistics on gains and losses to the Marine Corps; number of promotions effected; and other personnel data. Another purpose of the type of change code is to enable the coding analyst to pinpoint the last item processed on each individual. Another purpose of the type of change code is to control the accounting balance, both in reporting unit accounts and in Marine Corps accounts.

4110 GAIN AND LOSS TYPE CHANGES

1. Accounts are kept separately at Headquarters Marine Corps for each establishment, (Regular and Reserve). In order to maintain correct records on the strength of each, gain and loss type changes are processed into the file which each loss or gain affects. A loss to one file may be related to a gain to another or a gain to one file may be a loss to another. Movement of personnel to and from active duty causes gains to one file and losses to the other.

Example:

a. A Reservist is assigned to active duty. This results in a loss (R7) to the Reserve and a gain (H6, E6 or EO) to the Regular Establishment. It must be treated as a separation from the Reserve and an entry to the Regular.

b. A regular marine is discharged but enlists in the Marine Corps Reserve. This will result in a loss (R1) to the Regular Establishment and a gain (H1) to the Reserve Establishment.

c. A Reservist on extended active duty is relieved from active duty and assigned to a reserve unit. This results in a loss (R3) to the Regular Establishment and a gain (HØ) to the Reserve Establishment and the unit to which he is assigned. It is important to note that a 7Ø series change will NOT accomplish a loss to the establishment, because a card with a 7Ø series change code will indicate a transfer from one unit to another in the same establishment.

2. Thus, it is seen that accounting control over strength is maintained through the 5Ø, 7Ø, 8Ø and R series type of changes. Some of the changes in these series affect ONLY the reporting unit strength and others affect BOTH the reporting unit account and the overall strength of the establishment as indicated below:

a. First Digit (tens position):

(1) 5 - A Joining and transfer (gain and loss to the reporting unit) being reported at the same time.

(2) E - A joining by entry and transfer reported at same time (a gain to unit and establishment and immediate loss to unit)

(3) 7 - A transfer (loss) from the reporting unit

(4) 8 - A joining (gain) to the reporting unit only

(5) H - A joining (gain) to both the reporting unit and the establishment.

(6) R - A separation (loss) to both the reporting unit and the establishment

b. Second Digit (units position) in the 5Ø and 7Ø series:

(1) If numeric, a transfer (loss from a reporting unit serviced by the DPI to a reporting unit within command.

(2) If alphabetic (with a 12 punch) a transfer (loss) from a reporting unit serviced by the DPI to a reporting unit in another command but within the DPI.

(3) If alphabetic (with an 11 punch) a transfer (loss) from a reporting unit serviced by the DPI to a reporting unit not serviced by the DPI.

4120 SIGNIFICANT TYPES OF CHANGES

1. In the event a multiple entry is shown on a unit diary, the coding analyst must determine what types of changes are involved in this entry.

2. Certain types of change are "significant". That is, they must always be identifiable in the system because they must be counted to determine how many of these actions took place. Another reason is that certain type of change codes are designed to cause addition or subtraction from unit files as well as Headquarters Marine Corps Files. The significant types of change are:

Zero series, ten series, twenty series (except the 29 type change), fifty series, seventy series, eighty series and ninety series.

3. The term "zero series", "twenty series", etc., are derived from the numeric punch in the tens position of the code; i.e., an H4 type of change contains an 8 punch in column 24, which includes this change in the eighty series. "Ninety series" changes are usually referred to as "R-series" because the 9 punch is always combined with an X to make the letter "R".

4. When one of the significant changes reported at the same time as another significant change, each must be processed separately with the change having the lower number back-dated one day. Example: a promotion and transfer are reported on same individual on same diary -- back-date the promotion (2Ø-type) one day prior to the transfer and follow with the transfer (7Ø-series) dated with date of occurrence. In such cases, make duplicate of the accounting card on which to code the lower numbered change. The original card on which the higher number type of change is coded must also include the promotion data, except type and date change code, which was coded on the duplicate card.

a. An exception to the combining of significant types of change is authorized to DPI's processing recruit accounts to the effect that 2Ø-series changes may be combined with 7Ø-series changes on recruits only.

5. A non-significant change may be included in the coding for a significant change. Example: the assignment of a special designation is reported at the same time as a transfer -- code transfer type and date of change and other transfer data and insert the appropriate special designation code in the block therefor. The resulting card will reflect both changes but the transfer, only, will be identified by the type of change code.

6. When two or more non-significant changes are reported, they may be coded sumultaneously using the code with the lowest numerical value.

PART C: CODES

4200 TYPE OF CHANGE CODES

Code	Description
Ø1	NAME Correction
Ø2	NAME Change (use only upon official change authorized by HQMC or effected under auth of Para 10274.6 MCM)
J1	NAME Change or Correction (use in name change card ONLY)
Ø3	SERVICE NUMBER Correction
Ø6	SERVICE NUMBER Change (use only upon official change auth by HQMC)
J2	SERVICE NUMBER Change or Correction (use in service number change card ONLY)
19	COMPONENT, CLASS AND RESERVE STATUS Correction
2Ø	PROMOTION - PROMOTION AND MOS Combined
21	REDUCTION - REDUCTION AND MOS Combined
22	PROFICIENCY PAY AWARD
23	PROFICIENCY PAY AWARD Termination
24	EXTENSION OF EAS OR EAD (code when extension is reported executed; when extension is reported effective and EAS date has not been previously adjusted; or when reservists extend their active duty tour)
25	EAS or EOS advanced to make good, time lost
27	RANK Correction (rank code and/or date of rank)
28	MERITORIOUS PROMOTION - MERITORIOUS PROMOTION AND MOS Combined
29	(a) Complete IRC submitted after individual has been reported joined (b) REDESIGNATION of a unit (accounting cards will contain date of redesignation and new unit code) (c) USED TO REESTABLISH A CURRENT LATER DATE CARD in DPI and HQMC files
31	YEAR OF BIRTH
38	STRENGTH CATEGORY
41	EXPIRATION OF ACTIVE SERVICE Correction
42	TERM IN WHICH SERVING/OBLIGOR STATUS
43	PAY ENTRY BASE DATE Change or Correction

Code	Description
44	LOCATION/ROTATION TOUR DATE
45	DATE DEPARTED/ARRIVED U.S.
46	SPECIAL DESIGNATION
47	PERSONNEL ALLOCATION PLAN Code
48	(a) DEPENDENTS
	(b) DEPENDENTS LOCATION Code
49	AUDITING
61	PRIMARY MOS Change or Correction
62	FIRST ADDITIONAL MOS Change or Correction
63	LANGUAGE QUALIFICATION Code
64	CONTRACT/DUTY LIMITATION
65	GENERAL CLASSIFICATION TEST Code
66	CIVILIAN EDUCATION
67	CIVILIAN OCCUPATION
68	RACE
69	PULHES

Code				Description
Remaining in the Reporting Unit	Transfers to another RU			
	Within Command	Between Command but within DPI	Not Serviced by the DPI	
				ACCESSIONS:
H1	E1	EA	EJ	JOINED BY ENTRY to the Marine Corps (include appointment accepted, enlistments, and reenlistments other than immediate)
H3	E3	EC	EL	JOINED BY REENTRY: appointment as cadet or midshipman terminated and resumed enlisted status
H4	E4	ED	EM	JOINED BY REENTRY immediately after being separated from the Marine Corps (Reentry may be in the same or different status; i.e., enlisted reentering as enlisted, officer reentering as officer, or enlisted to accept temporary appointment) (Following an R2 or R6 type change)
H6	E6	EF	EO	JOINED by reporting to EXTENDED ACTIVE DUTY
H9	E9	EI	ER	JOINED BY REENTRY in the Marine Corps by acceptance of a permanent appointment or by resuming permanent enlisted status after being separated from officer status. (Following an R5 type change)
H5				REJOINED (reestablished in account) to counteract an erroneous report of discharge or assignment to inactive duty which was subsequently deleted.
H7				JOINED from DESERTION
				JOININGS (which are not accessions)
82	52	5B	5K	JOINED from a reporting unit not serviced by the DPI
83	53	5C	5L	JOINED from a reporting unit serviced by the DPI
84	54	5D	5M	Same as 83 but used at the option of the DPO because of command arrangement of files or to facilitate locator service
85				REJOINED (reestablished in account) to counteract an erroneous transfer to another unit in the same establishment

Code				Description
Remaining in the Reporting Unit	Transfers to another RU			
	Within Command	Between Command but within DPI	Not Serviced by the DPI	
				TRANSFERS:
	72	7B	7K	TRANSFERRED to another reporting unit
	73 74	7C 7D		Same as a 72 but used at the option of the DPO if necessary because of command arrangement of files or to facilitate locator service
	75	7E	7N	TRANSFERRED to another reporting unit to counteract an erroneous joining

Code	Description
	SEPARATIONS:
R1	Separation and WILL NOT REENTER, (include death, transferred to retired list, discharges not followed by immediate reentry)
R2	Separation and WILL REENTER, (staying in the same status, enlisted reentering as enlisted and officer reentering as officer)
R3	To INACTIVE DUTY (include transfers to FMCR, even if retained on active duty)
R4	Dropped as a DESERTER
R5	Separation and WILL REENTER IN ANOTHER STATUS (enlisted to accept permanent appointment or termination of appointment to resume enlisted status)
R6	ENLISTED ACCOUNTS CLOSED to accept temporary appointment (separation code 951)
	BATCH CARD CORRECTION:
79	TO SUBTRACT service number control and strength; process a SUBTRACT CARD concurrently with each service number change card
89	TO ADD service number control and strength; process an ADD CARD concurrently with each service number change card

4201 DPI IDENTIFICATION

1. From the table below, the Data Processing Installations can determine the code appropriate for use in the accounting cards on a transfer or release from active duty.

DPI NO.	Location	Accounting Cards
2	Camp Lejeune	B
3	Camp Pendleton	C
4	Cherry Point	D
5	El Toro	E
6	FMF Pac	F
7	Quantico	G
8	San Francisco also (12th MCRRD)	H
11	Parris Island	J
15	San Diego	N
17	5th MCRRD	P
18	9th MCRRD	Q
19	MARTC	R
20	6th MCRRD	O (Alpha)
21	1st MCRRD	A
22	8th MCRRD	K
24	4th MCRRD	M
25	(Mobile) Provisional (1stMarDiv)	X (Alpha)

4202 CIVILIAN EDUCATION (LEVEL)

1. This code identifies civilian education by the use of three digits as shown below:

   a. The first digit indicates:

      1- High School (HS 1 to HS 4) and/or grade school (GS 1 to GS 8)

      2- Trade, business, specialized, or vocational schools (do not use if college education is shown)

      3- College, one year no degree (C 1)

      4- College, two years no degree (C 2)

      5- College, three years no degree (C 3)

      6- College, four or more years no degree (C 4)

      7 - College, four or more years with basic degree (C 4 B.S.)

      8- College graduate with a master degree (C___M.A.)

      9- College graduate with a doctors degree (C___PhD)

   b. The last two digits indicate:

      Ø1 to 12 - Years of education when preceded by a 1 or J (skeleton card)

      ØØ - No major subject (not used when preceded by a 1 or J (skeleton card)

      Ø1 to__ - Major subject code when preceded by a character other than 1 or J

      99 - Satisfactory completion of GED or other educational equivalency tests on level indicated (e.g., 199 or 399)

2. When a fraction of a year is shown, code the whole number only (e.g., HS 3 1/2 is coded as "111" and HS 1/2 is coded as "108.")

3. When coding a skeleton card, the first digit (level) is converted to a letter by the addition of a numeric X (11 punch) and is coded as follows:

1 - J	4 - M	7 - P
2 - K	5 - N	8 - Q
3 - L	6 - O(alpha)	9 - R

4203 CIVILIAN EDUCATION (MAJOR SUBJECT)

1. This code is used in conjunction with the Civilian Education Code (Level) to identify the major subject of the College education of an individual.

Accounting	13
Advertising	14
Aeronautics	15
Agriculture	16
American Studies	D5
Animal Husbandry	96
Anthropology	Ø1
Archaeology	Ø2
Architecture	17
Art	A2
Arts, Liberal	18
Astronomy	19
Bacteriology	Ø3
Banking and Finance	2Ø
Biology	Ø4
Botany	21
Business Administration	22
Chemistry	23
Chiropractic	92
Commerce	24
Commercial Art	93
Controllership	D7
Cosmetology	25
Criminology	26
Dentistry	Ø5
Dramatics	27
Earth Science	B4
Economics	28
Education	29
Education Secondary	A3
Electronics	3Ø
Engineering, Architectural	B6
Engineering, Aeronautical	31
Engineering, Agricultural	A4
Engineering, Basic	A5
Engineering, Chemical	32
Engineering, Civil	33
Engineering, Communication	34
Engineering, Electrical	35
Engineering, Geological	36
Engineering, Hydraulic	37
Engineering, Industrial	38
Engineering, Marine	39
Engineering, Mechanical	40
Engineering, Metallurgical	41
Engineering, Mining	42
Engineering, Petroleum	43
Engineering, Physics	C8
Engineering, Power & Fuel	44
Engineering, Radio	45
Engineering, Safety	B7
Engineering, Sanitary	46
Engineering, Tool	A6
Engineering, Traffic	47
English	94
Fine Arts	95
Foreign Service	C5
Forestry	48
GED or other education equivalency test, level attained by passing	99
General Management	D1
Geography	49
Geology	5Ø
Geophysics	C9
Glass Technology	A7
Government	51
Health	A8
History	52
Home Economics	53
Horticulture	B8
Hotel Management	AØ
Humanities	D2

Industrial Arts & Crafts	54
Industrial Education	B3
Industrial Management	55
Industrial Design	B9
Industrial Relations	B1
Insurance	B5
International Relations	56
Journalism	57
Labor Management	C4
Laboratory Technician	58
Landscape Design	CØ
Language	59
Law	Ø6
Library Science	6Ø
Literature	61
Machine Technology	62
Marketing	63
Mathematics	64
Mechanical Drawing	65
Medicine	Ø7
Meteorology	66
Military Science	67
Mortuary Science	68
Music	69
Natural History	7Ø
Natural Science	D3
Naval Science	C6
Nursing	71
Optometry	72
Personnel Administration	73
Personnel Management	D6
Pharmacy	Ø8
Philosophy	74
Photography	75
Physical Education	76
Physical Science	C1
Physics	77
Physiology	Ø9
Psychology	1Ø
Police Administration	B2
Political Science	78
Pre-Law	C3
Printing	79
Public Administration	8Ø
Public Relations	81
Radio and TV Service	C7
Radiological Technology	82
Real Estate	C2
Recreation	A9
Restaurant Management	A1
Science	84
Secretarial Studies	83
Social Science	97
Social Studies	BØ
Social Welfare	85
Sociology	86
Speech	87
Statistics	88
Structures	89
Textiles	9Ø
Theology	91
Transportation (all means)	98
Veterinary Medicine	11
Wildlife Management	D4
Zoology	12

4204 CIVILIAN OCCUPATION

1. Use the first three (3) digits of the job title code number as shown in the Dictionary of Occupational Titles (D.O.T.) (1949) published by the U.S. Employment Service.

2. The Dictionary of Occupational Titles is published in two volumes:

Volume I - Definition of Titles

Volume II - Occupational Classification

Required publications should be requisitioned from normal Marine Corps supply source.

3. The Dictionary of Occupational Titles contains short definitions of a large number of jobs found in civilian business and industry. These definitions have been based extensively on job analysis, and such definition of jobs has been a continuing function of the Department of Labor.

4205 COMPONENT, CLASS AND RESERVE STATUS CODES

COMPONENT:	CLASS:	RESERVE STATUS:	CODE
Regular:			
USMC			1
USMC-SS			3
USMC-SS-V			4
USMC Retired			2
USMC-SS Retired			7
Fleet Marine Corps Reserve			F
Reserve:			
	Class II (Organized)		
		Ready (not specified below)	A
		6 Mo Training Program - 8 yr enl	H
		6 Mo Training Program - 6 yr enl	K
		6 yr enl (minimum 2 yr asg to EAD	J
	Class III (Volunteer)		
		Ready (not specified below)	C
		Standby (not specified below)	D
		Inactive Status List	E
		6 Mo Training Program - 8 yr enl	
		Ready	H
		Standby	I
		6 Mo Training Program - 6 yr enl	
		Ready	K
		Standby	L
		Critically Skilled Program	
		Ready	Q
		Standby	Y
		6 yr enl (Minimum 2 yr asg to EAD)	
		Ready	J
		Standby	S
	Retired Reserve		G
	USMCR Retired		W
Other Services:			
Navy			N
Army			T
Air Force			U
Coast Guard			V
Military Personnel of other countries			R

Abbreviation	Code	Description
Blank	-	Unknown
0	Ø	None
StdDuO	1	Steward Duty Only (enlisted)
StdDuO-NotElCbt	A	Steward Duty Only (enlisted) not eligible for combat
SDO	4	Supply Duty Only Officer
SDO-NotElCbt	D	Supply Duty Only Officer, not eligible for combat
LDO	5	Limited Duty Officer
LDO-NotElCbt	E	Limited Duty Officer, not eligible for combat
TempOff	6	Temporary Officer with permanent status as CWO, WO, or enlisted
Tempoff-NotElCbt	F	Temporary Officer with permanent status as CWO, WO, or enlisted, not eligible for combat
ResProg	R	Reservist specifically assigned to a billet in the Reserve Program (other than SWAG)
InsufActServ	S	Less than 4 months active service
NotElCbt	C	Not eligible for combat - other reasons, such as sole survivor, or such restrictions as may be prescribed by current directives and not otherwise identified
SWAG (ResProg)	Z	Reservist with a standard written agreement for active duty and specifically assigned to a billet in the Reserve Program
SWAG	Y	Reservist with a standard written agreement for active duty but not assigned to the Reserve Program

4207 CONVERTED DAY CODE

1. Use this code for day of change in order to identify changes which were processed as a result of correction on audited MPR's.

DAY	CODES	DAY	CODES	DAY	CODES	DAY	CODES
Ø1	ØA	1Ø	1A	2Ø	2A	3Ø	3A
Ø2	ØB	11	1A	21	2A	31	3A
Ø3	ØC	12	1B	22	2B		
Ø4	ØD	13	1C	23	2C		
Ø5	ØE	14	1D	24	2D		
Ø6	ØF	15	1E	25	2E		
Ø7	ØG	16	1F	26	2F		
Ø8	ØH	17	1G	27	2G		
Ø9	ØI	18	1H	28	2H		
		19	1I	29	2I		

4208 DEPENDENTS

Abbreviation	Code	Description
Blank	-	Unknown
0	Ø	No Dependents
W or H	1	Dependent spouse
W1DC	2	Dependent spouse and 1 dependent child
W2DC	3	Dependent spouse and 2 dependent children
W3DC	4	Dependent spouse and 3 dependent children
W4DC	5	Dependent spouse and 4 dependent children
W5DC	6	Dependent spouse and 5 dependent children
W6DC	7	Dependent spouse and 6 dependent children
W7 or more DC	8	Dependent spouse and 7 or more dependent children
1DC	A	1 dependent child (no other dependents)
2DC	B	2 dependent children (no other dependents)
3DC	C	3 dependent children (no other dependents)
4DC	D	4 dependent children (no other dependents)
5 or more DC	E	5 or more dependent children (no other dependents)
1DP	J	1 dependent parent (no other dependent)
1DP1DC	K	1 dependent parent and 1 dependent child
1DP2DC	L	1 dependent parent and 2 dependent children
1DP3DC	M	1 dependent parent and 3 dependent children
1DP4DC	N	1 dependent parent and 4 dependent children
1DP5DC	O	1 dependent parent and 5 dependent children
1DP6 or more DC	P	1 dependent parent and 6 or more dependent children
W1DP	S	Dependent spouse and 1 dependent parent (no other dependents)
W1DP1DC	T	Dependent spouse, 1 dependent parent and 1 dependent child
W1DP2DC	U	Dependent spouse, 1 dependent parent and 2 dependent children
W1DP3DC	V	Dependent spouse, 1 dependent parent and 3 dependent children
W1DP4DC	W	Dependent spouse, 1 dependent parent and 4 dependent children
W1DP5DC	X	Dependent spouse, 1 dependent parent and 5 dependent children
W1DP6DC	Y	Dependent spouse, 1 dependent parent and 6 dependent children
W1DP7 or more DC	Z	Dependent spouse, 1 dependent parent and 7 or more dependent children
W2DP	H	Dependent spouse, 2 dependent parents (no other dependents)
W2DP1DC	I	Dependent spouse, 2 dependent parents and 1 dependent child
	9	Dependents or combination of dependents not covered above.

4209 GENERAL CLASSIFICATION TEST CODE

1. Two columns of the accounting card have been allotted to record the actual test score. Therefore, a score consisting of:

a. Two digits - the actual score is entered; e.g., 89 is coded 89.

b. Three digits - combine the first two digits by use of a zone punch and carry over the third digit.

100 - ¥Ø

111 - A1

123 - B3

130 - CØ

145 - D5

157 - E7

163 - F3

2. When the ¥ punch is interpreted on the accounting card for scores of 100 thru 109 the score will appear: -Ø, -1, -2, -9.

4210 LANGUAGE QUALIFICATION

1. This code identifies the language an individual speaks and/or reads other than English.

2. The codes listed in column 1 will be used to indicate the language an individual professes to speak and/or read.

3. The codes listed in column 2 will be used to indicate the language when an individual has been administered the Language Proficiency Test (LPT) and obtained a rating of fluent or fair.

4. Column 2 indicates only those languages for which proficiency test is presently authorized.

LANGUAGE	COLUMN No. 1	COLUMN No. 2	LANGUAGE	COLUMN No. 1	COLUMN No. 2
NONE (0)	ØØ		GERMAN	36	L6
BLANK	--		GREEK, Modern	37	L7
AFRIKANS	Ø1		HEBREW (Israel)	38	
ALBANIAN	Ø2	JB	HEBREW	39	
AMHARIC	Ø3		HINDUSTANI	4Ø	
ANNAMESE	Ø4		HUNGARIAN	41	M1
ARABIC	Ø5	JE	ICELANDIC	42	
ARMENIAN	Ø6		ILICANO	43	
ALSATIAN	Ø7		INDONESIAN	44	
BANTU	Ø8		ITALIAN	45	
BASQUE	Ø9		JAPANESE	46	M6
BELGIAN	ØA		JAVANESE	47	
BENGALI	1Ø		KOREAN	48	M8
BERBER	11		KUO-UY	49	
BISAYAN	12		KURDISH	5Ø	
BOHEMIAN	13		KUSHITIC	51	
BULGARIAN	14	J4	LADINO	52	
BURMESE	15		LAPP	53	
BUSHMAN	16		LATIN	54	
CANARESE	17		LATVIAN	55	
CHINESE-CANTONESE	18	J8	LITHUANIAN	56	N6
CATALONIAN	19		MALAY	57	
CAUCASIAN	2Ø		MANCHU	58	
CHINESE	21	K1	MELANESIAN	59	
CIRCASSIAN	22		MICRONESIAN	6Ø	
CREOLE	2B		MIN	61	
CROATIAN	2C		MON-KHMER	62	
CZECH	23	K3	MONGAL	63	
DALMATIAN	24		MOROCCAN	64	
DANISH	25	K5	MUNDU	65	
DRAVIDIAN	26		NAVAJO	6E	
DUTCH	27		NORWEGIAN	66	06
ESKIMO	28		NUBIAN	67	
ESTONIAN	29		OSSETTE	68	
ETHIOPIAN	3Ø		PANJABI	69	
FINNISH	31		PAPUAN	7Ø	
FLEMISH	32		PERSIAN	71	P1
FRENCH	33	L3	POLISH	72	P2
GAELIC	3C		POLYNESIAN	73	
GALICIAN-PORTUGUESE	34		PORTUGUESE	74	P4
GEORGIC	35		PUSHTU	75	
			RUMANIAN	76	P6
			RUSSIAN	77	P7

LANGUAGE	COLUMN No. 1	COLUMN No. 2
SAMOAN	78	
SERBIAN	79	
SERBO-CROATIAN	8Ø	QØ
SIAMESE (THAI)	81	
SINGHALESE	82	
SLOVAK	83	Q3
SLOVENIAN	84	
SPANISH	85	Q5
SUDANESE-GUINEAN	86	
SWEDISH	87	Q7
TAGALOG	88	
TAMIL	89	
TELUGU	9Ø	
TIBETAN	91	
TURKOMAN	92	
TURKISH	93	R3
UKRANIAN	94	
URDI (HINDUSTANI)	95	
WENDISH	96	
WHITE RUSSIAN	97	
YIDDISH	98	
OTHER	99	

4211 LOCATION (STATES AND COUNTIES)

1. Use the Numerical Code for States and Counties, of the United States as published (1952) by the International Business Machines Corporation, (copies may be requisitioned from CMC (Code ABA-3) When a location outside continental U. S. is shown, use code in paragraph 4212.

2. The location is coded in either two or five card columns on the accounting or static card. To code the location, first determine if the location is a county, if so, use the county code followed by the state code. Where only two card columns are provided use the state code, or Location (Outside Continental U. S.) code as appropriate.

4212 LOCATION (OUTSIDE CONTINENTAL U. S.)

1. Use this code in the "state" field when an outside continental U. S. location is shown.

LOCATION	CODE	LOCATION	CODE
Aden	A1	El Salvador	E8
Afghanistan	A2	England	Q9
Alaska	5Ø	Eritrea	E9
Algeria	A3	Ethiopia	F1
Angola	A4	Finland	F4
Anguilla	C5	Formosa	P8
Antarctic Region	A5	France	F5
Argentina	A6	French Cameroons	F6
Aruba	M1	French West Indies	F7
Ascension	A7	French West Africa	F8
Australia	A8	Germany	G2
Austria	A9	Ghana	G3
Bahmas	B4	Great Britain	Q9
Bahrein Island	B5	Greece	G4
Barbados	C5	Greenland	C5
Barbuda	C5	Grenada	G5
Belgium	B6	Guadeloupe	F7
Belgian Congo	B7	Guam	52
Bermuda	B8	Guatemala	G6
Bolivia	B9	Haiti	G9
Bonaire	M1	Hawaii	53
Bonin Islands	C1	Honduras	H1
Brazil	C2	Hongknog	H2
British Guiana	C3	Hungary	H3
British Honduras	C4	Iceland	H6
British West Indies Federation	C5	India	H7
Burma, Union of	C6	Indonesia	H8
Cambodia	C9	Iran	H9
Canal Zone	51	Iraq	I2
Canada	D1	Ireland, Republic of (Eire)	I3
Ceylon	D2	Israel	I4
Chile	D3	Italy	I5
Colombia	D4	Ivory Coast	I6
Costa Rica	D5	Iwo Jima	R6
Cuba	D6	Jamaica	C5
Curacao	M1	Japan	I9
Cyprus	D7	Jerusalem	J1
Czechoslovakia	D8	Jordan	J2
Denmark	E2	Kenya	J5
Dominican Republic	E3	Korea	J6
Ecuador	E6	Kuwait	J7
Egypt	E7	Laos	K1

LOCATION	CODE
Lebanon	K2
Leeward Islands of Antigua	C5
Liberia	K3
Libya (Tripoli)	K4
Liechtenstein	K5
Luxembourg	K6
Madagascar	K8
Malaya, Federation of	K9
Malta	L1
Martinique	F7
Mexico	L2
Midway Island	54
Montserrat	C5
Morocco	L3
Mozambique	L4
Nepal	L7
Netherlands	L8
Netherlands Guiana	L9
Netherlands West Indies	M1
Nevis	C5
New Caledonia	M2
Newfoundland	D1
New Zealand	M3
Nicaragua	M4
Nigeria	M5
Northern Ireland	Q9
Norway	M6
Okinawa	O2
Pakistan	M9
Panama, Republic of	N1
Paraquary	N2
Peru	N3
Philippines Island	N4
Poland	N5
Portugal	N6
Puerto Rico	55
Redonda	C5
Rhodesia and Nyasaland, Federation of	N9
Ruanda-Urundi	B7
Rumania	O1
Russia	Q8
Ryukyus	O2
Saba	M1
Saipan	56
Samoa	57
Saudia Arabia	O5
Scotland	Q9
Singapore	O6
Sierra Leone	O7
Somaliland, Trust Territory of	O8
Sombrero	C5
Spain	O9
St. Christopher	C5
St. Eustatius	M1
St. Kitts	C5
St. Lucia	C5
St. Martin	M1
St. Vincent	C5
Sudan	P1
Surinam	L9
Sweden	P2
Switzerland	P3
Syria	P4
Taiwan (Formosa)	P8
Tanganyika	P9
Tangier	L4
Thailand	Q1
Trinidad	C5
Tunisia	Q2
Turkey	Q3
Uganda	Q6
Union of South Africa	Q7
Union of Soviet Socialist Republic (Russia)	Q8
United Kingdom - Great Britain	Q9
Uruguay	R1
Venezuela	R4
Viet Nam	R5
Virgin Islands	58
Volcano Islands	R6
Windward Islands of Dominica	C5
Yemen	S1
Yugoslavia	S2

4213 MONTH CODE

ALPHAMERIC		NUMERIC	
MONTH	CODE	MONTH	CODE
Unknown	-	Unknown	--
January	1	January	Ø1
February	2	February	Ø2
March	3	March	Ø3
April	4	April	Ø4
May	5	May	Ø5
June	6	June	Ø6
July	7	July	Ø7
August	8	August	Ø8
September	9	September	Ø9
October	X (numeric 11)	October	1Ø
November	J	November	11
December	K	December	12

4214 PERSONNEL ALLOCATION PLAN (PAP) Code

1. The Personnel Allocation Plan (PAP) code identifies the functional category in which the individual is serving. There are four (4) functional categories, namely: Operating Forces, Training Bases; Supporting Forces; and Transients, Patients and Prisoners.

2. Personnel Allocation Plan (PAP) codes, as defined below, are contained in the Table of Organization for each billet authorized. In addition, PAP codes are assigned to categories of personnel for whom there is not an authorized Table of Organization allowance are defined below. These codes are indicated by an asterisk (*).

FUNCTIONAL CATEGORY		PAP CODE GROUND	PAP CODE AVIATION
OPERATING FORCES			
FLEET MARINE FORCE Personnel assigned functions with combat units. FMF units are identified by the term "FMF" which is included in the designation of the unit	RU's are not required to enter PAP codes A or B on the UD. Personnel coding analysts for FMF Units and Combat Units, Non-FMF will enter these PAP codes in the PAS when coding joining remarks.	A	B
COMBAT UNITS - NON-FMF Personnel assigned functions with combat units, Non-FMF.		A	B
SECURITY FORCES - NAVY Personnel assigned to provide security for bases and installations of the Naval Shore Establishment located inside and outside the U.S. Personnel assigned to provide security for those Armed Forces Special Weapons projects assigned to the Navy.		C	C
SECURITY FORCE - STATE DEPARTMENT Personnel assigned to the Foreign Service Establishment of the State Department to provide security for State Department activities located outside the continental U.S.		E	E
SECURITY FORCE - NATIONAL SECURITY AGENCY Personnel assigned to the Marine Barracks which provides security for the Headquarters of the National Security Agency		F	F
SECURITY FORCE - SPECIAL Activities Personnel assigned to Company "G" HqBn HQMC		G	G
MARINES AFLOAT Personnel assigned to Flags and Staffs, and personnel assigned to detachments aboard capital ships of the Fleet, Fleet Commands Amphibious Ships, Command Ships, Auxiliaries and Naval Amphibious Staffs.		I	H
TRAINING BASES			
PERSONNEL Personnel permanently assigned to duty in connection with the operation of service schools, recruit depots and training centers.		J	K
RECRUITS Personnel undergoing recruit training		L	

	GROUND	AVIATION
TRAINING OR INSTRUCTION Personnel undergoing formal instructions in schools directed by CMC (except TAD personnel who will retain PAP code of parent command) NOTE: Persons in this category will be assigned Ground or Aviation PAP code on the basis of their primary MOS.	N	M
GROUND REPLACEMENTS Personnel assigned to a Ground Replacement Battalion up to the date of departure from continental U.S.	O	
AVIATION REPLACEMENTS See TRANSIENTS		
INDIVIDUAL COMBAT TRAINEES Ground and aviation personnel undergoing training in the Marine Corps individual combat training course in an active or deferred status or awaiting reassignment after completion of individual combat training.	P	P
RESERVE TRAINING PROGRAM Personnel whose assigned function is the instruction, administration and supervision of Marine Corps Reserve activities.	R	Q
SUPPORTING FORCES		
SUPPLY ESTABLISHMENT Personnel assigned to activities which procure, store, distribute and reimburse for all classes of military supplies and personnel assigned to special disbursing and audit activities and certain supply liaison billets with other services.	T	T
BASE SERVICE AND ADMINISTRATION Personnel assigned to activities or billets which provide supervisory and administrative support to units of the Operating Forces, Training Bases and Headquarters Marine Corps.	V	U
BASE SERVICE AND ADMINISTRATION Personnel whose assignment is with personnel procurement activities and Armed Forces Induction Stations.	W	W
JOINT AND LIAISON WITH OTHER SERVICES Personnel whose assignments or billets are with Allied Staffs, Joint Staffs, Schools of other countries, Department of Defense, Navy Department, Naval Missions, MAAGS, Hq of the National Secruity Agency, Naval Security Groups and Naval Attache Staffs. Personnel whose duty assignment is to assist the Army and Navy in the design, procurement and supply of material used by the Marine Corps.	Z	Y

TRANSIENTS, PATIENTS and PRISONERS

	GROUND	AVIATION
TRANSIENTS Personnel dropped from the rolls of the reporting unit to another command. (Personnel enroute within a command will retain PAP code assigned prior to transfer) Personnel joined from another command solely for the purpose of: Separation from active duty; Further assignment (transfer) or transportation to another command (include personnel of AVIATION REPLACEMENT BNS); Temporary duty and IHCA NOTE: Personnel joined in a temporary duty status while undergoing formal instructions in schools directed by CMC will be assigned the appropriate TRAINING OR INSTRUCTIONS PAP code rather than TRANSIENT PAP code	1	1
PATIENTS Personnel who have been joined on the rolls of the reporting unit from another command solely for the purpose of hospitalization and personnel carried on the rolls of the reporting unit who become hospitalized for a period in excess of 30 days.	2	2
PRISONERS Personnel who have been joined on the rolls of the reporting unit from another command solely for the purpose of administration of discipline and personnel carried on the rolls of the reporting unit awaiting trial by, or serving sentence of a general court martial.	3	3

4215 PULHES

1. The suffix letter of the physical profile serial will be used in the system, when reported, otherwise the basic physical profile serial will be coded.

2. To facilitate the administration and assignment of individuals after they have been assigned a physical profile serial, codes have been adopted to represent certain combinations of grades in the various PULHES factors. A suffix letter is also used to provide a more thorough identification of the Marine's physical fitness.

3. These codes are broken down as follows:

BASIC PROFILE SERIAL

Description	Code
An individual with a profile serial 111111	A
An individual with a profile serial with the numeral 2 as the lowest grade in any factor, e.g., 111121, 122211.	B
An individual with a profile serial with the numeral 3 as the lowest grade in any factor, e.g., 231111, 323221.	C
An individual with a profile serial with the numeral 4 as the lowest grade in any factor, e.g., 111141.	E

SUFFIX LETTER:

An individual has a remediable physical defect which does not prevent his utilization.	R
An individual has a temporary physical defect (such as hernia) which prevents overseas assignment, however, he will again be physically qualified after successful correction of this defect	T
An individual has a physical defect permanently disqualifying him for duty in the FMF and Marine Detachments afloat, but not disqualifying him for duty in the supporting establishment, staffs, and security forces overseas.	X
An individual has a physical defect permanently disqualifying him for duty in the FMF or overseas. (Pending receipt of approval or disapproval, suffix "T" may be assigned).	D

4216 RACE

Description	Code
Unknown	-
American Indian	A
Caucasian	C
Mongolian	M
Negroid	N
Malayan	Z

4217 RANK (NAVAL PERSONNEL)

Abbreviation	Rank Codes*	Rank
Commissioned Officers		
CAPT	O6	Captain
CDR	O5	Commander
LTCDR	O4	Lieutenant Commander
LT	O3	Lieutenant
LTJG	O2	Lieutenant (Junior Grade)
ENS	O1	Ensign
Chief Warrant and Warrant Officers		
CWO4	W4	Chief Warrant Officer (W4 Pay Grade)
CWO3	W3	Chief Warrant Officer (W3 Pay Grade)
CWO2	W2	Chief Warrant Officer (W2 Pay Grade)
WO	W1	Warrant Officer (W1 Pay Grade)

*Officer rank codes will commence with the letter "O" or "W"

Enlisted - For code to be used with navy enlisted ratings use Marine Corps enlisted rank codes E1 to E9 for comparable navy pay grades.

4218 RANK (USMC PERSONNEL)

Abbreviation	Rank Codes	Rank
Commissioned Officers*		
Gen	OI	General
LtGen	O9	Lieutenant General
MajGen	O8	Major General
BGen	O7	Brigadier General
Col	O6	Colonel
LtCol	O5	Lieutenant Colonel
Maj	O4	Major
Capt	O3	Captain
1stLt	O2	First Lieutenant
2ndLt	O1	Second Lieutenant

*Officers rank code will commence with the letter "O."

Chief Warrant and Warrant Officers *		
CWO4	W4	Chief Warrant Officer (W4 Pay Grade)
CWO3	W3	Chief Warrant Officer (W3 Pay Grade)
CWO2	W2	Chief Warrant Officer (W2 Pay Grade)
WO	W1	Warrant Officer (W1 Pay Grade)

*Warrant Officers rank code will commence with the letter "W."

The proficiency pay rank code, is used to identify enlisted receiving proficiency pay as indicated below:

Enlisted*		Proficiency Pay Rank Code			
		P-1	P-2	P-3	
SgtMaj-MGySgt	E9	EI	ER	EZ	Sergeant Major - Master Gunnery Sergeant
1stSgt-MSgt	E8	EH	EQ	EY	First Sergeant - Master Sergeant
GySgt (ActMSgt)	E7	EG	EP	EX	Gunnery Sergeant-Acting Master Sergeant
SSgt (ActGySgt)	E6	EF	EO	EW	Staff Sergeant-Acting Gunnery Sergeant
Sgt (ActSSgt	E5	EE	EN	EV	Sergeant - Acting Staff Sergeant
Cpl (ActSgt)	E4	ED	EM	EU	Corporal - Acting Sergeant
LCpl (ActCpl)	E3	EC	EL	ET	Lance Corporal - Acting Corporal
PFC	E2	EB	EK	ES	Private First Class
Pvt	E1				Private

*Enlisted rank code will commence with the letter "E."

An individual service sentence of GCM is indicated by "GØ" regardless of the actual rank.

4219 SEPARATION CODE

1. The application of this code to separations is one of the most important coding actions. Thorough study of the code as well as of the various regulations for discharge and release from active duty is required to insure correct coding.

2. The first digit of the code indicates the type of separation.

CODE	TYPE OF SEPARATION
Ø	Honorable Discharge
1	General Discharge
2	Undesirable Discharge
3	Bad Conduct Discharge
4	Disciplinary (Officers)
5	Dishonorable
6	Retirement and transfer to FMCR
7	To inactive duty
8 (or H)	Deaths
9	Miscellaneous

3. The second digit indicates whether the individual is eligible to reenlist.

CODE	REENLISTMENT ELIGIBILITY
Ø and 1	Eligible (reason for separation does not preclude reenlistment)
2 thru 9	Not Eligible (reason for separation considered to preclude reenlistment)

4. The third digit indicates whether or not the enlisted marine was recommended for reenlistment by his commanding officer. If recommended for reenlistment as shown by "RR" at the end of the diary entry, add a zone punch (12) to make a letter (A through I). In certain cases Marines will be separated and the reason for separation (for example: minority; acceptance of commission in the Marine Corps or Marine Corps Reserve; marriage; disability; etc) will obviously preclude reenlistment. However, in these cases, if recommendation for reenlistment is indicated on the unit diary or if it is evident that recommendation for reenlistment is appropriate, such as acceptance of commission, this recommendation should be reflected in the separation code. Those codes which indicate "Will Reenl" are shown with the letter because it is obvious they were recommended.

THIRD DIGIT CODE	INDICATES
Numeral	"Not recommended for Reenl" (NRR)
Letter	"Recommended for Reenlistment" (RR)

5. The second and third digits, together, identify the reasons for separation which are grouped by major causes and codes may apply to officers, enlisted, or to both. This is indicated in the chart as follows, but is not part of the code:

O - Officer only

E - Enlisted only

OE - Officer and Enlisted

1st Digit	Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Ø 1	Honorable General			Expiration of Enlistment or Induction (Include Exp of Ext Enl, Voluntary or Involuntary):	
		ØA	E	Will Enter or Reenter USMC	10258, 10350 MCO 1001.3D
		ØC	E	Will Enter or Reenter USMCR Active	10258, 10350
		ØE	E	Will Enter or Reenter USMCR Inactive	10258, 10350
		Ø7	E	Will Not Reenter	10258, 10350
		Ø8	E	Special or Early Discharge	10271.1A
				Convenience Of the Government or Resignation:	
		11	OE	For Entry or Reentry In Another Component (USMC or USMCR) (Exclude Active Duty Enlisted Integration)	10050, 10150, 10200, 10271, 10353
		1D	E	For Entry In a Different Reserve Program (MCO 1001R. 4C)	10271
		21	E	Erroneous Induction	10271
		22	E	Administrative Discharge of Member Not Suitable for Military Service Because of Medical Conditions not Constituting Physical Disability (BUMED INST 1910. 2A)	10271
		24	OE	To Enlist or Accept Appointment in Another Branch of the Armed Forces	10200, 10271, 10354, 10355
		25	E	For National Health, Safety, or Interest	10271
		26	OE	Marriage of Women	10103, 10271, 10352
		27	OE	Pregnancy or Parenthood of Women	10102, 10271, 10358, 10201
		28	E	For Other Good and Sufficient Reasons when Determined by CMC	10271
		29	OE	Failure to Complete Basic Military Training	10201, 10356

ANALYST CODES LETTERS (A - I) FOR THIRD DIGIT WHEN DIARY ENTRY SHOWS "RR" (RECOM FOR REENL)

1st Digit	Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Ø 1	Honorable General	3Ø	O	Failure to Complete Basic Military Training (Resignation)	10053
		31	OE	Physically Unqualified for Active Duty	10201, 10360
		32	O	Other Full and Sufficient Cause as determined by the Secretary of the Navy	10201
		33	E	Erroneous Assignment of Military Obligation	10357
		34	E	Lack of Interest, Failure to Answer Correspondence, Unavailability for Mobilization, Etc.	10359
		3E	E	To Accept Permanent Appointment in USMC	10271, 10353
		3F	E	To Accept Permanent Appointment in USMCR	10271, 10353
		41	O	Voluntarily Resigned Will Not Reenter	10050, 10103, 10150, 10200
		42	O	To Resume Enlisted Status (Termination of Temporary Appointment Will Not Immediately Resume Officer Status)	
		43	O	Revocation or Termination of Commission	10051, 10053, 10102
		44	O	Administrative Reasons	
		45	O	Failure to Pass Professional Examination or To Be Selected for Promotion	10052, 10102, 10201
		46	O	Limited Assignment Officer, CWO, or WO, Failing to Complete Prescribed Satisfactory Federal Service in Grade	10201
		47	O	Termination of Temporary Officer Appointment to Resume Enlisted Status for Discharge and Acceptance of a Permanent Appointment	
				Special (Usually Demobilization):	
		1B	E	Integration of Reserves in USMC (MCO 1001.3D.)	10271

1st Digit	Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Ø	Honorable				
1	General	1C	E	Early Discharge Will Reenter USMC (Less than one year of Obligated Active Service)	10271
		1E	E	Early Separation Will Enter or Reenter USMC (Navy Enlisted Scientific Education Program) (USMC & USMCR)	10271.1A
		52	E	Early Discharge of Master Sergeants, Sergeants Major and First Sergeants (MCO 1910.3A)	10271
		53	E	Discharge of Former Officers (MCO 1920.1A)	10271
		54	E	Early Discharge (MCO 1910.12)	10271
		55	E	Early Discharge (MCO 1910.14)	
				Dependency and Hardship:	
		61	E	Dependency	10273
		65	E	Hardship	10273
				Minority, Own Convenience, and Own Request:	
		71	E	Minority	10274
		73	E	Own Convenience	10272
		75	E	Own Request	10352
		76	OE	Discharge of Member of MCR on Inactive Duty Who Becomes a Regular or Duly Ordained Minister or Desires to Take Final Vows in a Religious Order (MCO 1900R.7)	
				Disability:	
		81	OE	Without Severance Pay	
		82	O	Battle Connected Causes (Used By HQMC Only)	10454
		85	OE	With Severance Pay	U.S.C.10,1203
		86	O	Battle Connected Causes (Used by HQMC Only)	
1	General	91	E	Unsuitability	10275
		95	E	Inaptitude	10276

1st Digit	Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
2	Undesirable	21	E	Unfitness	10277
		31	E	Misconduct	10278
3	Bad Conduct	21	E	Special Court Martial	10279
		31	E	General Court Martial	10279
4	Disciplinary			Discharges:	
		21	O	Unfit for Promotion Because of Drunkeness or Other Misconduct	10052
		23	O	For Causes	10201
		25	O	Resignation to Escape Dismissal, GCM, or for Good of the Service	
		27	O	Revocation or Termination of Commission	10053
				Dismissal:	
		31	O	Sentence of GCM	10052, 10151
		35	O	Order of the President in Time of War	10052, 10151
				Dropped From Rolls:	
		41	O	By the President, for 3 Months UA or Sentence to Confinement by Civil Authorities	
		51	O	Violation of Statutory Prohibitions	
5	Dishonorable	21	E	General Court Martial	10279
6	Retirement & Transfer to FMCR			Completion of Service:	
		21	O	20 Years Active Service	10055
		22	OE	30 Years (Active or Active and Inactive Combined)	10055, 10400, 10402
		23	O	30 Years Active Naval Service (LDO)	10060
		25	O	40 Years Active Service	10055
		27	OE	20 Years Satisfactory Federal Service (With Pay)	10203, 10411

1st Digit	Type Of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
6	Retirement & Transfer to FMCR	28	OE	20 or 30 Years Active Federal Service (With Pay)	10203, 10411
		29	O	Involuntary After 30 Years Active Service	10154 U.S.C. 10, 1305
				Disability	
		31	OE	Permanent	U.S.C.10,1201, 10453
		32	OE	Temporary Disability	U.S.C.10, 1202
		33	O	Battle Connected Causes (Used By HQMC Only)	
		41	OE	Without Pay	10205, 10412, 10453
		51	O	Attainment of Age 62	10063
		61	E	Attainment of Age 64	10412
		71	O	Other Involuntary Retirements	10057, 10058, 10059, 10101
				Transfer to FMCR:	
		81	E	Relieved From Active Duty	10409
		82	E	Retained on Active Duty	10409
7	To Inactive Duty			Completion of Active Duty Tour:	
		Ø1	OE	Obligor (Regulars, Inductees, and Reservists So Indicated) MCO 1900.2B, 1900.1B, 1001.1B	
		Ø3	OE	Non Obligor (Reservists Not Obligated) (MCO 1900.1B)	
		Ø8	E	Special or Early Release From Active Duty	10271.1A
				Physically Disqualified for Active Duty:	
		31	OE	Obligor (MCO 1900.1B)	
		33	OE	Non Obligor (MCO 1900.1B)	
				Special (Usually Demobilization):	
		53	E	Release of Former Officers (Obligors) (MCO 1920.1A, 1900.2B)	
		54	E	Early Release (MCO 1910.12, 1900.2B, 1900.1B)	

1st Digit	Type of Separation	2d&3d Digit	Applies To	Reason For Separation	Authority
7	To Inactive Duty	55	E	Early Release (MCO 1910.14)	
		28	E	Other Good and Sufficient Reasons when Directed by CMC (MCO 1900.2B, 1900.1B)	10271
				Convenience of the Government (Hardship or Dependency)	
		61	OE	Obligor (Regulars, Inductees, and Reservists So Indicated) (MCO 1900.2B, 1900.1B, 1001.1B)	
		65	OE	Non Obligor (Reservists Not Obligated) (MCO 1900.1B)	
		73	OE	Own Convenience	10272

1st Digit		Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Non-Training	Training					
8	H	Death			Inside U. S.	
			21	OE	Airplane Crash	13054
			22	OE	Automobile	13054
			23	OE	Declared Dead from Missing	13054
			24	OE	Disease	13054
			25	OE	Drowning	13054
			26	OE	Electrocution	13054
			27	OE	Falls	13054
			28	OE	Fire	13054
			29	OE	Gunshot	13054
			31	OE	Hanging	13054
			32	OE	Helicopter Crash	13054
			33	OE	Parachuting	13054
			34	OE	Poisonous Agent	13054
			35	OE	Heat Stroke	13054
			39	OE	Other	13054
					Outside U. S.	
					Non Battle	
			41	OE	Airplane Crash	13054
			42	OE	Automobile	13054
			43	OE	Declared Dead from Missing	13054
			44	OE	Disease	13054
			45	OE	Drowning	13054
			46	OE	Electrocution	13054
			47	OE	Falls	13054
			48	OE	Fire	13054

1st Digit		Type of Separation	2d&3d Digit	Applies To	Reason for Separation	Authority
Non-Training	Training					
8	H	Death	49	OE	Gunshot	13054
			51	OE	Hanging	13054
			52	OE	Helicopter Crash	13054
			53	OE	Parachuting	13054
			54	OE	Poisonous Agent	13054
			55	OE	Heat Stroke	13054
			59	OE	Other	13054
					Battle:	
			61	OE	Killed In Action	13052
			62	OE	Died of Wounds	13052
			63	OE	Missing in Action to Killed in Action	13052
			64	OE	Missing in Action to Presumed Killed in Action	13052
			65	OE	Captured to Died of Wounds	13052
			66	OE	Captured to Killed in Action	13052
			67	OE	Captured to Died of Other Causes	13052
9		Miscellaneous			Separation:	Authority
			21	OE	From Defacto Service	
					Cancellation or Voiding:	
			31	E	Of Illegal Enlistment	13052
			41	OE	Desertion	
					Accounts Closed:	
			51	E	To Accept Temporary Appointment in USMC or USMCR	9052
					Correction:	
			61	OE	To Delete Erroneous Report on a Gain to Active or Inactive Duty	
			71	E	Drop to Suspended Status While a Midshipman or Cadet at a Service Academy	

4220 SOURCE (ENLISTED) CODE

Digit	Code			Definition
	Obligated		Not Obligated	TYPE OF THIS CONTRACT, NUMBER OF ENLISTMENT, IF USMC, AND WHETHER UNDER UMT&S OBLIGATION
	(6yr)	(8yr)		
First	A	J	1	1st enlistment in USMC
	B	K	2	2nd enlistment in USMC
	C	L	3	3rd enlistment in USMC
	D	M	4	4th enlistment in USMC
	E	N	5	5th or subsequent enlistment in USMC
	H	Q	6	MC Reserve Enlistment (Active or Inactive)
	I	R		An induction
Second				LAST PERIOD OF MARINE CORPS SERVICE ONLY (Marine Corps or Marine Corps Reserve)
			A	None
			B	USMC
			C	USMCR - Active
			D	USMCR - Inactive (include former regulars & inductees who were transferred to MCR under UMT&S)
			E	USMC - SS
			F	USMC - SS - V
Third				CONTINUITY OF PREVIOUS SERVICE (Marine Corps or Marine Corps Reserve
			A	No previous service
			B	Reenlistment with no prior active service
			C	Reenlistment within 24 hrs after separation from active service
			D	*Reenlistment in less than 91 days after separation from active service
			E	*Reenlistment more than 90 days after separation from active service

* Excludes active duty for training

Digit	Code		Definition
	Obligated	Not Obligated	
Fourth			OTHER BRANCHES PREVIOUS SERVICE (If more than one Branch, code the last)
		A	None
		B	USN or USNR (Active)
		C	USA or AUS (exclude AirCorps) (Active)
		D	USAF or AFUS (include AirCorps of USA&AUS) (active)
		E	USCG of USCGR (active)
		F	Armed Services of U. S. other than MC or MCR (Inactive)
		G	Armed Services of another nation (active or inactive)

4221 SPECIAL DESIGNATION

Abbreviation	Code	Designation
Blank		Unknown
0	Ø(numeric)	None
SUPDTL	S	Officer assigned to Supply Duty
NA	A	Naval Aviator
NAO(T)	C	Naval Aviation Observer (Tactical)
NAO(N)	N	Naval Aviator Observer (Navigation)
NAO(R)	R	Naval Aviation Observer (Reader)
SNA	D	Student Naval Aviator (Officer)
SNA	M	Student Naval Aviator (Enlisted)
OC	Z	Officer Candidate - PLC - WOTC - AOCC
PC	5	Marine Corps Postal Clerk
APC	U	Assistant Marine Corps Postal Clerk
P	P	Enlisted Pilot

4222 STRENGTH CATEGORY CODE

1. This code indicates the nature of the Individual's current accounting status.

Description	Code
CHARGEABLE:	
On regular duty (joined chargeable)	Ø
Chargeable students (usually on TAD)	1
Instructors	2
Chargeable person on TAD in excess of 30 days not involving duty under instruction	4
NOT CHARGEABLE:	
Individual Combat Trainee and deferred individual Combat Trainee	E
Personnel assigned to aviation replacement unit	G
Personnel assigned to ground replacement unit	H
Not chargeable student	J
Personnel awaiting trial by or serving sentence of a General Court Martial	K
Personnel Hospitalized over 30 days or joined for hospitalization (other than hospitalized casualties)	L
Recruits	M
Awaiting Separation (include retirement)	N
Not chargeable other (Jd FFT or awtg transportation jd for administration of discipline (except GCMP's) hospitalized casualties returned to duty and awtg assignment, persons IHCA	O (alpha)
Personnel who are hospitalized as a result of battle casualties and/or non-battle injury or illness incurred while attached to a unit committed in a combat situation	T
Personnel who are enroute individually or in replacement or rotation units to and from FMF units committed in a combat situation	U
MISSING	V
CAPTURED	W
MISSING IN ACTION	Y
INTERNED	Z

4223 TERM IN WHICH SERVING/OBLIGOR STATUS CODE

DEFINITION	OBLIGOR STATUS		
Regular Enlisted	6 Yr OBLIGOR	8 Yr OBLIGOR	NON-OBLIGOR
1st enlistment in USMC	A	J	1
2nd enlistment in USMC	B	K	2
3rd enlistment in USMC	C	L	3
4th enlistment in USMC	D	M	4
5th or subsequent enlistment in USMC	E	N	5
Inductee	I	R	
Regular Officers and Marine Corps Reserve Officers and Enlisted (active and inactive)			
Six Year Obligation under UMT&S	H		
Eight Year Obligation under UMT&S		Q	
Non-Obligor			8

4224 YEAR CODE

ALPHAMERICAL

Year	Code	Year	Code
Unknown	-	1965	N
1951 or before	A	1966	O (Alpha)
1952	B	1967	P
1953	C	1968	Q
1954	D	1969	R
1955	E	1970	Ø (numeric)
1956	F	1971	1
1957	G	1972	S
1958	H	1973	T
1959	I	1974	U
1960	X (numeric 11)	1975	V
1961	J	1976	W
1962	K	1977	X (alpha)
1963	L	1978	Y (alpha)
1964	M	1979	Z

NUMERICAL

Use the last digit or last two digits of the year (e.g., 1955 code 5 or 55, 1960 code Ø or 6Ø).

4225 REPORTING UNIT CODE

1. The reporting unit code is a series of numbers used to identify each diary-submitting unit and commands. Command, as used herein, is any one of the following: FMF, Division, Wing, Force Troops, Regiment, Group, Battalion and other Commands where there is more than one diary submitting unit (i.e., MCB, Camp Lejeune, MCS, Quanitco).

2. In addition to identifying each diary submitting unit and command this code further identifies units and commands by functional type. These functional types are prescribed according to the Personnel Allocation Plan which divides the total Marine Corps strength between several functions.

3. The 90,000 block of codes have been assigned to identify Supply Requisitioning Activities in the application of machine and electronic data processing to the Marine Corps Supply System.

4. The code itself is the series of numbers ØØØØØ through 99999. This series of numbers is divided into 10 blocks of 10,000 numbers to each block. This division of the code into blocks is done by assigning significance to the first digit as follows:

Ø - Aviation
1 - FMF division units
2 - FMF ground other than division units
3 - Support and Supply Establishments
4 - FMF division sub units
5 - Security and Miscellaneous Support
6 - FMF ground sub units other than division sub units
7 - Not utilized
8 - Reserve and Recruitment
9 - Supply Reporting Codes

Within these blocks there is a sub-division to identify command level and/or type element.

5. Reporting Unit Codes are published in a separate document.

1ST DIGIT 0 AVIATION	1 FMF DIVISION UNITS	2 FMF GROUND OTHER THAN DIVISION UNITS	3 SUPPORT AND SUPPLY ESTABLISHMENTS	5 SECURITY AND MISC SUPPORT	8 RESERVE AND RECRUITMENT
2nd Digit 0 and 1 FMF UNITS 3rd DIGIT 0 COMMAND AND GROUND SQUADRONS 1-9 AIRBORNE SQUADRONS COMBINED WITH 4TH AND 5TH DIGIT SHOWS SQUADRON NUMBER 2nd DIGIT 2 MCAS, MCAF, AND MCAAS 3rd DIGIT 0 UNITS UNDER CMDR MCAB CHERRY POINT 1 UNITS AT MCAS MIAMI 2 UNITS UNDER MCAS EL TORO 3 UNITS UNDER MCAS KANEOHE 4 UNITS UNDER MCAS QUANTICO 2nd DIGIT 3 MARTC AND MARTD'S Numbers assigned in numeric seouence (03000 to 03999) (Sub Units to be numbered in reverse from 03999) 2nd DIGIT 4 Inactive Organized Reserve Squadrons 3rd, 4th and 5th DIGITS 100-699 AIRBORNE 700-999 MarCo.trolSquad (Sub Units to be numbered from 04699 for Airborne. Numbered in reverse from 04999 for MarControlSquad) 2nd DIGIT 5 FMF Sub Units and Repl Drafts Numbers assigned as close to Parent Unit as possible) (Related) 2nd DIGIT 6 MARINE AVIATION DET 3rd, 4th, and 5th Digits Numbers assigned in blocks of ten 40000 Block Sub Unite Divieion Unite Numbers aseigned relate to Parent Unit 60000 Block Sub Unite FMF Ground other than Div Numbere aseigned relate to Parent Unit	2nd DIGIT 1-9 Division Number 0 10th Division 3rd DIGIT TYPE UNIT 0 - Division Hq and MedBns 4th and 5th Digits 00-19 Div Comd and HqBn 20-39 Medical Bn 40-99 _____ 1 and 2 Infantry 4th and 5th Digits with 3rd Digit 1-00-49 Lowest Numbered Regt in Div 50-99 Middle Numbered Regt in Div 2-00-49 Highest Numbered Regt in Div 50-99 For Square Division 3 Artillery 4th and 5th Digit 00-49 Arty Regt 50-99 _____ 4 Engr and Ord 4th and 5th Digit 00-49 Engr 50-99 Ordnance 5 Tank and Shore Party 4th and 5th Digit 00-49 Tank 50-99 Shore Party 6 Service and Motor Trans 4th and 5th Digit 00-49 Ser 50-99 Motor Trans 7 Miscellaneoue Battalions 8-9 Not used at present 70000 Block Not used at present 99999 Enroute to or from U. S. Deetination not known	2nd DIGIT 0 Force Comd Elements 3rd Digit 0 Hq Units 4th and 5th Digits 00-99 Units 1-6 Force Operating Units 3rd Digit 1 Infantry 4th and 5th Digits Units 2 Artillery 4th and 5th Digits Units 3 Engr and Ord 4th and 5th Digits 00-49 Engr 50-99 Ord 4 Tank and Arm Amph 4th and 5th Digits Units 00-49 Tank 50-99 Arm Amph 5 Chemical and Atomic 4th and 5th Digits 00-49 Chemical 50-99 Atomic 6 Signal and MT 4th and 5th Digits 00-49 Signal 50-99 MT 7 Med and Shore Party 4th and 5th Digits 00-49 Med 50-99 SP 8 Amph and DuKws 4th and 5th Digits 00-49 Amph 50-99 Dukws 9 AAA 4th and 5th Digits UNITS 7-9 Service Command Due to flexibility of service command a detailed breakdown can not be made. However, on initial assignment 7 is used for LANT and 8 for PAC.Movements between LANT and PAC do not change code.	2nd DIGIT 0 MCS Quantico 3rd Digit 0 HqBn 1 ServBn 2 ScolDemTrps 3 Basic Scol 4 MCEC 5 MCDC 9 Independent Unite 1 MCB Lejeune 3rd Digit 0 HqBn 2 InfTrngRegt 3 SupScol 4 Engr Scol 5 Reserve TrngBn 9 JtLand Force Board 2 MCRDep PISC 3rd Digit 0 HqBn 1 Recruit Trng Bns Blocks of Ten 2 Spl Trng Regt 3 Wpn Trng 3 MCB Pendleton 3rd Digit 0 Hq,Serv & MP Bn 2 InfTrngRegt 3 SptArmTrng 4 Staging Regt 5 Rec & Cas Bn 6 Cold Weather Trng 8 Scol Regt 9 Fld Med Trng 4 MCRDep San Diego 3rd Digit 0 HqBn 1 Recruit Bns Blocks of ten 2 Spl Trng 3 Wpne Trng 9 Comm Scol 5 MCB 29 Palme 3rd Digit 0 Hq & Serv Bn 8 Supply Establishment 3rd Digit 0 SupAnnex Barstow 3 DofS San Francisco 5 Cloth Depot, Phila 6 DofS Albany 7 Misc Sup Units 8 5th Base Depot 90000 Block Supply Reporting Codes	2nd DIGIT 0 MD Afloat Numbered in sequence 1 Staff & Flag Allow Numbered in sequence 2 Overseas Security Numbered in blocks of ten 3 Security in U. S. Numbered in Blocke of ten 4 HQMC 5 MARPAC HQ 6 Amph Trng Comd 7 Test Units 8 MarCor Forces (Non-FMF Combat Units) 3rd Digit 0-4 CamPen 5-7 CamLej 8-9 Misc Location	2nd DIGIT 0 1st MCRRD 1 4th MCRRD 2 5th MCRRD 3 6th MCRRD 4 8th MCRRD 5 9th MCRRD 6 10th MCRD 7 12th MCRRD 8 14th MCRD Numbere 86960-86969 used HQMC Reservee 3rd Digit 0 with 4th Digit 0 District Staff 1 Recruiting Pers 2-5 Vol Res (2 Off 3 Enl) 6-9 Recruiting Stations 3rd Digit 1 I&I Staffe 3-9 OrgRes Units Grd Broken as follows: 300-399 InfBns 400-499 Rifle Co 450-499 InfCo 500-549 ArtyBn 550-599 SepArtyBtry 600-649 90mm 650-699 AutoWpns 700-719 Amph 720-729 Anglico 740-749 Air Delivery 760-779 Engr 780-789 Signal 790-799 Comm 800-819 Supply 820-839 Tanks 850-859 Trucks 870-879 Cargo Co 890-899 AutoFldMaint 900-909 EngrFldMaint 920-929 OrdFldMaint 940-949 SigFldMaint 950-959 Shore Party 960-969 SerBn 998 Selective Service 89999 Recruiting Station Command Code

CHAPTER 5: CARD CONTENT

PART A: EXPLANATION OF PERSONNEL ACCOUNTING CARDS

5000 GENERAL

5010 CARD COLUMNS

5020 CARD FIELDS

5030 INTERPRETATION

5040 SUMMARY CARDS

5050 TYPE OF PERSONNEL ACCOUNTING CARDS

PART B: CARD FORMAT

5100 AUTHORIZED MOS AND RANK ALLOWANCE CARD

5105 BATCH CONTROL CARD

5110 COMMAND DISTRIBUTION REPORT SUMMARY CARD

5115 DATE CARD

5120 MARINE CORPS PERSONNEL ACCOUNTING CARD (ACTIVE AND INACTIVE ESTABLISHMENT)

5130 MARINE CORPS PERSONNEL STATIC CARD

5140 MILITARY OCCUPATIONAL SPECIALTY CARD

5150 ORGANIZATION STRENGTH SUMMARY CARD

5160 REPORTING UNIT PERFORMANCE SUMMARY CARD

5170 SEPARATION, REENLISTMENT, EXTENSION SUMMARY CARD

5180 NAME AND SERVICE NUMBER CHANGE CARD

CHAPTER 5

CARD CONTENT

PART A: EXPLANATION OF PERSONNEL ACCOUNTING CARDS

5000 GENERAL

1. The definition, purpose, and types of accounting cards has been explained in Part B of Chapter 1.

2. This chapter consists of the card content and designates the columns that are used in the various cards.

5010 CARD COLUMNS

1. The card column is the vertical arrangement of the punching positions in the card. In all there are twelve punching positions in a column. The top three punching positions in the column are referred to as the zone punching positions. The highest position is the numeric Y, or 12 punch. The next highest is the numeric X, or 11 punch, and the last or lowest zone punching position is the 0. The 0 is also used for the digit zero, and all positions thereunder are referred to as low, or numerical punching positions which consist of the digits 1 through 9.

5020 CARD FIELDS

1. A column or a group of columns which have been set aside for recording an item of information are referred to as a field. The number of fields in a card depends upon the items to be recorded and the number of columns which must be used to record each item.

5030 INTERPRETATION

1. To facilitate visual interpretation of the holes punched in a card, the following explanations are furnished:

a. A letter punched in a card column consists of both a zone and a numerical punch. The following combinations of zone and numerical punches represent the letters indicated. The letters have been divided into three groups and are shown under thier respective zone punches and to the right of their respective numerical punches.

Numerical Punches	Zone Punches		
	12	11	0
0			
1	A	J	
2	B	K	S
3	C	L	T
4	D	M	U
5	E	N	V
6	F	O	W
7	G	P	X
8	H	Q	Y
9	I	R	Z

b. A digit consists of only the numerical punch.

5040 SUMMARY CARDS

1. A summary card is used to record totals from tabulations of detail cards. These cards are used to reduce card volume for the preparation of reports.

REGULAR ESTABLISHMENT

FILE	ELECTRO PLATE NO.	ITEM TITLE	ITEM IDENTIFICATION	ITEM DESCRIPTION
Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila RE TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila GN TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS ULCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

RESERVE ESTABLISHMENT

ORGANIZED RESERVE

Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila GR TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila BL TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS ULCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

VOLUNTEER RESERVE

Analyst	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manile Y TS URCC
HQMC	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila BL TS ULCC
Local	435657	MC Personnel Accounting Card (Active and Inactive Establishment)	NAVMC 10237-PD	Manila NS URCC
HQMC	435658	Personnel Static Card	NAVMC 952-PD	Manila Y TS URCC

MARINE CORPS RESERVE PERSONNEL ACCOUNTING CARD (INACTIVE)

ORGANIZED RESERVE

FILE	ELECTRO PLATE NO.	ITEM TITLE	ITEM IDENTIFICATION	ITEM DESCRIPTION
Analyst	435659	MC Reserve Personnel Accounting Card (Inactive)	NAVMC 980-PD	Manila GN TS ULCC
Local	435659	MC Reserve Personnel Accounting Card (Inactive)	NAVMC 980-PD	Manila NS URCC

VOLUNTEER RESERVE

Analyst	435659	MC Reserve Personnel Accounting Card (Inactive)	NAVMC 980-PD	Manila RE TS ULCC
Local	435659	MC Reserve Personnel Accounting Card (Inactive)	NAVMC 980-PD	Manila NS URCC

PART B: CARD FORMAT

5100 AUTHORIZED MOS AND RANK ALLOWANCE CARD (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-3	3	BLANK
4-15	12	ABBREVIATED STRENGTH TITLE
16-25	10	BLANK
26-30	5	TOTAL AUTHORIZED
31-35	5	BLANK
36-39	4	PRIMARY MOS
40-41	2	BLANK
42-45	4	E6- AUTHORIZED
46-49	4	E5- AUTHORIZED
50-53	4	E4- AUTHORIZED
54-57	4	E3- AUTHORIZED
58	1	BLANK
59-60	2	E9- AUTHORIZED
61-63	3	E8- AUTHORIZED
64-66	3	E7- AUTHORIZED
67-71	5	E2-E1 - AUTHORIZED
72-75	4	BLANK
76-80	5	REPORTING UNIT CODE

5105 BATCH CONTROL CARD (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-3	3	BATCH NUMBER
4	1	OTHER SERVICES OR COUNTRIES (appropriate component/ class/reserve status code designation)
5-7	3	BLANK
8-9	2	NAVAL DISTRICT: (for active establishment accounts) RESERVE DISTRICT: (for reserve establishment accounts)
10-11	2	BLANK
12-23	12	SERVICE NUMBER CONTROL TOTAL
24-25	2	BLANK
26-30	5	DATE OF DIARY: (day, 2 digits; month, 2 digits; last digit of year)
31-32	2	BLANK
33-37	5	REPORTING UNIT ACTUAL STRENGTHS - TOTAL UNIT
38-41	4	REPORTING UNIT ACTUAL STRENGTH - TOTAL OFFICERS
42-46	5	REPORTING UNIT ACTUAL STRENGTH - TOTAL ENLISTED
(43)	(1)	CONTROL X (11 punch) ALL BATCH CARDS
*47-74	28	BLANK
75-79	5	REPORTING UNIT CODE
80	1	DPI IDENTIFICATION

*These columns may be used to indicate accessions to MarCorps strength-Officers and Enlisted and to accumulate total losses and gains to the unit. Such information is required of each unit by the Inspector General during annual inspection.

5110 COMMAND DISTRIBUTION REPORT SUMMARY CARD (5081)

COLUMNS	SPACES	PUNCHING	ITEM OF INFORMATION
1-10	10	Gang	ABBREVIATED STRENGTH TITLE
11-12	2	None	BLANK
13-16	4	Gang	EFFECTIVE DATE OF REPORT: Month, 2 digits; Year, 2 digits
17-20	4	None	BLANK
21-25	5	Summary	TOTAL E4 LESS THAN 12 MONTHS ON STATION
26-29	4	Summary	MOS or OF
30-35	6	Summary	TOTAL STRENGTH
36-39	4	Summary	E9
40-43	4	Summary	E8
44-47	4	Summary	E7
48-52	5	Summary	E6
53-57	5	Summary	E5
58-62	5	Summary	E4
63-67	5	Summary	E3
68-72	5	Summary	E2-E1 AND GCMP
73-74	2	Gang	STRENGTH CODE
75	1	None	BLANK
76-80	5	Gang	REPORTING UNIT CODE

5115 DATE CARD (Used in Control Listing) (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-25	25	BLANK
26-30	5	DATE: DAY, 2 digits; MONTH, 2 digits; YEAR, last digit
31-74	44	BLANK
75	1	CONTROL X (11) PUNCH
76-80	5	BLANK

5120 MARINE CORPS PERSONNEL ACCOUNTING CARD (ACTIVE AND INACTIVE ESTABLISHMENT) (NAVMC 10237-PD) (REVISED 1-59)

1. This card contains the items of information which reflects the current military status of the individual.

COLUMNS	INTERPRETER TYPE	BARS	ITEM OF INFORMATION
1-13	1-13	UL	LAST NAME
14-15	14-15	UL	FIRST AND SECOND INITIALS
(6-13)	6-13	UL	ON TRANSFERS - Column 6 - Code of DPI which will next join the individual Column 7 - BLANK Column 8 - Month of EDA Column 9-13 - Reporting Unit Code for Command Code to which transferred OR
(6-13)	6-13	UL	ON SEPARATION OR RELEASE FROM EAD - Column 6 - Code of Reserve District DPI which will join the individual Column 7-8 - Reporting Unit Code (First two digits of the code of district to which transferred Column 9-10 - Unused Leave Column 11-13 - Separation Code
16	59	LL	RACE Code
17-23	54-60 1-7	UL LL	SERVICE NUMBER (Army Personnel - 16-23)
(17)	54 1	UL LL	"W" for Female Officer
(18)	55 2	UL LL	"7" for Female Enlisted
24-25	27-28	UL	TYPE OF CHANGE CODE
26-30	29-33	UL	DATE OF CHANGE: On gain and loss types of change, the date is actual date of occurrence. The date of the diary is the date on other types of change, (Day, 2 digits; Month, 2 digits; last digit of year)
31-32	17-18	UL	RANK Code
33-35	16-18	LL	DATE OF RANK (amphameric month and last two digits of year)
36-39	20-23	UL	PRIMARY MOS
40	25	UL	COMPONENT/CLASS/RESERVE STATUS Code

COLUMNS	INTERPRETER TYPE BARS		ITEM OF INFORMATION
41	12	LL	CONTRACT AND DUTY LIMITATION Code
42-45	20-23	LL	FIRST ADDITIONAL MOS
46-47	36-37	LL	EXPIRATION OF ACTIVE SERVICE
(47)	37	LL	OVERPUNCH LEGAL/CONTRACT/AGREEMENT ENLISTED: (alphameric month and last digit of year) RESERVE OFFICERS: (alphameric month and last digit of year for date of EAS; "CG" if held Conv of the Government; or "IN" if on an indefinite extension of extended active duty) (REGULAR OFFICERS enter two zeroes (2)).
48-50	35-37	UL	PAY ENTRY BASE DATE: (alphameric month and last two digits of year)
51-52	9-10	LL	YEAR OF BIRTH: (last two digits of year)
53	39	UL	PULHES: MALE ENLISTED: (Suffix or code letter) OFFICERS/FEMALE ENLISTED: Enter zero.
54-55	39-40	LL	LOCATION/ROTATION TOUR DATE: (alphameric month and year code)
56	34	LL	TERM/OBLIGOR STATUS: (term in which serving)
57	44	UL	SPECIAL DESIGNATION
58	26	LL	DEPENDENTS CODE
59-60	28-29	LL	DEPENDENTS LOCATION: (State or Outside Continental U. S/ Code)
61-63	42-44	LL	DATE DEPARTED/ARRIVED U.S.: (alphameric month and last two digits of year)
64-66	47-49	LL	CIVILIAN EDUCATION Code
(64)	47	LL	(An X (11 punch) in this column indicates a skeleton card)
67-69	51-53	LL	CIVILIAN OCCUPATION SPECIALTY Code
70-71	55-56	LL	LANGUAGE QUALIFICATION Code
72-73	31-32	LL	GENERAL CLASSIFICATION TEST Code
74	42	UL	PAP LINE Code (personnel allocation plan to which charged)
75	46	UL	STRENGTH CATEGORY Code
76-80	48-52	UL	REPORTING UNIT CODE

5130 MARINE CORPS PERSONNEL STATIC CARD (NAVMC 952-PD) (REVISED 3-58)

1. This card contains the items of information pertaining to the enlistment or appointment of an individual. These items usually do not change during a period of service.

COLUMNS	INTERPRETER TYPE	BARS	ITEM OF INFORMATION
1-26	1-26	UL	LAST NAME, FIRST NAME, MIDDLE NAME
(24-26)	(3)		SEPARATION Code (HQMC use only)
27	27	UL	RACE Code
28-35	28-35	UL	SERVICE NUMBER
(29)	29	UL	"W" for Female Officer
(30)	30	UL	"7" for Female Enlisted
36	36	UL	COMPONENT/CLASS/RESERVE STATUS Code
37-41	37-41	UL	BIRTH DATE: (Day, 2 digits; Month, alphameric month code; Year, last 2 digits
42-43	42-43	UL	BIRTH PLACE: (State or Outside Continental U.S. Code)
44-48	44-48	UL	HOME OF RECORD: (County and State Code or Outside Continental U. S. Code)
49-50	49-50	UL	PLACE ENLISTED/APPOINTED/INDUCTED: (State or Outside Continental U. S. Code)
51-55	51-55	UL	DATE ENLISTED/APPOINTED/INDUCTED: (Day, 2 digits; Month, alphameric month code; Year, last 2 digits)
56	56	UL	TERM OF ENLISTMENT: (Blank for Officers)
57-60	57-60	UL	SOURCE Code
61	1	LL	CONTRACT AND DUTY LIMITATION Code
62-63	2-3	LL	RANK Code (Officers Temp) (Enlisted Perm)
64-65	4-5	LL	RANK Code (Officers Perm Only)
66-70	6-10	LL	PAY ENTRY BASE DATE: (Day, 2 digits; Month, alpahmeric month code; Year, last 2 digits)
71	11	LL	SPECIAL DESIGNATION
72-73	12-13	LL	YEAR GROUP (Officers Only)
74-75	14-15	LL	TYPE OF CHANGE Code (HQMC use only)
76-80	16-20	LL	DATE OF CHANGE: (Day, 2 digits; Month, alphameric month code; Year, last 2 digits (HQMC use only)

5140 MILITARY OCCUPATIONAL SPECIALTY CARD (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-43	43	MOS TITLE
44-47	4	MOS
48	1	INDICATOR: OFFICER "1" ENLISTED "2"
49	1	CONTROL X (11) PUNCH: Indicates an MOS which may be assigned as an additional only
50-80	31	BLANK

5150 ORGANIZATION. STRENGTH SUMMARY CARD (5081)

COLUMNS	INTERPRETER TYPE	BARS	PUNCHING	ITEM OF INFORMATION
1	1	UL	Gang	ALPHAMERIC MONTH CODE FOR EFFECTIVE MONTH OF REPORT
2-6	3-7	UL	Summary	REPORTING UNIT CODE/COMMAND CODE
7-12			None	BLANK (Reserved for HQMC use for area and location code)
13	9	UL	Gang	ENROUTE PERSONNEL "E" or RECRUITS "S"
14-16	11-13	UL	Gang	PERSONNEL ALLOCATION GROUP CODE (Command Summary Cards are identified by an X in col 16)
17	15	UL	Summary	STRENGTH CATEGORY
18-21	17-20	UL	Summary	TOTAL MARINE OFFICER STRENGTH
22-26	22-26	UL	Summary	TOTAL MARINE ENLISTED STRENGTH (Less ACDU Trainees) (Components H, K & Q)
27-30	28-31	UL	Summary	TOTAL GROUND OFFICERS
31-35	34-38	UL	Summary	TOTAL GROUND ENLISTED (Less ACDU Trainees) Components H, K & Q)
36-38	41-43	UL	Summary	TOTAL AVIATION GROUND OFFICERS (All officers with primary MOS in OF's 64-71)
39-41	46-48	UL	Summary	TOTAL NAVAL AVIATORS (All officers with primary MOS in OF 73; or if a Colonel, the primary MOS 9907)
42-45	51-54	UL	Summary	TOTAL AVIATION ENLISTED (All enlisted with primary MOS in OF's 64-71; less ACDU Trainees) (Components H, K and Q)
46-49	57-60	UL	Summary	TOTAL RESERVE OFFICERS (Component A and C)
50-54	17-21	LL	Summary	TOTAL RESERVE ENLISTED (Component A, C and J; do not include personnel in category H, K and Q)

OLUMNS	INTERPRETER TYPE BARS	PUNCHING	ITEM OF INFORMATION
55-58	24-27 LL	Summary	TOTAL ACDU Trainees, GROUND (Component H, K and Q)
59-62	29-32 LL	Summary	TOTAL ACDU Trainees, AVIATION (Component H, K and Q)
63-66		None	BLANK (Reserved for Inductees)
67-69	35-37 LL	Summary	TOTAL WOMEN OFFICERS
70-73	40-43 LL	Summary	TOTAL WOMEN ENLISTED
74-76	46-48 LL	Summary	TOTAL NAVAL OFFICERS
77-79	51-53 LL	Summary	TOTAL NAVAL ENLISTED
80	60 LL	Gang	CARD IDENTIFICATION

5160 REPORTING UNIT PERFORMANCE SUMMARY CARD (5081)

COLUMNS	SPACES	ITEM OF INFORMATION
1-25	25	REPORTING UNIT TITLE
26-29	4	BLANK (to be used by the DPI to facilitate sorting of command structure)
30-33	4	MONTH AND YEAR OF REPORT
34-36	3	TOTAL NAME ERRORS
37-39	3	TOTAL SERVICE NUMBER ERRORS
40-42	3	TOTAL MOS ERRORS
43-45	3	TOTAL RANK ERRORS
46-48	3	TOTAL COMPONENT, CLASS, AND RESERVE STATUS ERRORS
49-51	3	TOTAL INCOMPLETE REMARKS
52-55	4	TOTAL ITEMS REPORTED LATE
56-58	3	TOTAL MISCELLANEOUS ERRORS
59-62	4	TOTAL ERRORS
63-67	5	TOTAL ITEMS REPORTED
68	1	X PUNCH CONTROL (For Battalions or Separate Units)
69-71	3	REPORTING UNIT PERCENTAGE OF ERROR
(69)	(1)	X PUNCH CONTROL (For Regiments and similar commands)
72-75	4	BLANK
76-80	5	REPORTING UNIT CODE
(80)	(1)	X PUNCH CONTROL

5170 SEPARATION, REENLISTMENT, EXTENSION SUMMARY CARD (5081)

COLUMNS	INTERPRETER TYPE	BAR	ITEM OF INFORMATION
1-28	1-28	UL	ABBREVIATED COMMAND GROUP OR REPORTING UNIT TITLE
			REGULARS ONLY: FIRST TERM OF ENLISTMENT ONLY:
29-32	1-4	LL	A - ATTRITION ("R" type changes)
33-35	6-8	LL	B - ELIGIBLE TO REENLIST (Second digit of separation code "0" or "1")
36-38	10-12	LL	C - ELIGIBLE AND RECOMMENDED FOR REENLISTMENT (Second digit of the separation code "0" or "1" and third digit "zoned")
39-41	14-16	LL	D - REENLISTMENTS (R2 type changes)
			SECOND AND SUBSEQUENT TERM OF ENLISTMENT:
42-45	21-24	LL	E - ATTRITION ("R" type changes)
46-48	26-28	LL	F - ELIGIBLE TO REENLIST (Second digit of separation code "0" or "1")
49-51	30-32	LL	G - ELIGIBLE AND RECOMMENDED FOR REENLISTMENT (Second digit of the separation code "0" or "1" and third digit "zoned")
52-54	34-36	LL	H - REENLISTMENTS (R2 type changes)
			ALL TERMS OF ENLISTMENTS:
55-57	38-40	LL	I - EXTENSIONS
			RESERVES ONLY:
58-61	42-45	LL	J - ATTRITION ("R" type changes)
62-64	47-49	LL	K - ELIGIBLE TO REENLIST (Second digit of separation code "0" or "1")
65-67	51-53	LL	L - ELIGIBLE AND RECOMMENDED FOR REENLISTMENT (Second digit of the separation code "0" or "1" and third digit "zoned")
68-70	55-57	LL	M - REENLISTMENT IN USMC (R2 type changes with second digit of separation code "0" or "1" and third digit "1" or "2" with the 12 zone punch)
71-72			BLANK
73-75	48-50	UL	PERSONNEL ALLOCATION CODE
76-80	53-57	UL	REPORTING UNIT CODE .

5180 NAME AND SERVICE NUMBER CHANGE CARD (5081)

COLUMNS	INTERPRETER TYPE BARS		ITEM OF INFORMATION
1-15	1-15	UL	NAME (OR ERRONEOUS NAME)
16 23	53-60	UL	SERVICE NUMBER (OR ERRONEOUS SERVICE NUMBER)
24-25	27-28	UL	TYPE OF CHANGE CODE
26-30	29-33	UL	DATE OF DIARY: (Day, 2 digits; Month, 2 digits; last digit of Year)
31-33			BLANK
34-41	53-60	LL	CORRECT SERVICE NUMBER (SERVICE NUMBER CHANGES ONLY)
42-50			BLANK
51-65	1-15	LL	CORRECT NAME (NAME CHANGES ONLY)
66-75			BLANK
76-80	48-52	UL	REPORTING UNIT CODE

CHAPTER 6: REPORT REQUIREMENTS

PART A: INTRODUCTION

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6010 AUDITING REQUIREMENTS

6015 OFFICIAL MAILING ADDRESS

6020 COLUMN HEADINGS
ILLUSTRATION OF COLUMN HEADINGS (FIGURE 6-1)

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ILLUSTRATION OF TITLE SECTION (FIGURE 6-2)
ILLUSTRATION OF ORGANIZATIONAL PAGE (FIGURE 6-3)

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6200 DESCRIPTION OF RECURRING REPORTS REQUIRED BY HQMC

PART D: JOB PROCEDURES

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6302 DEFINITION AND SCOPE OF DETAILED JOB PROCEDURES

6303 REPORT COPIES

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EMERGENCY REPORTS REQUIREMENT (PREPARED UNDER JP's 1101 and 1103)

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JP 1023 - CHANGE LISTINGS (OFFICERS)

JP 1024 - MCR OFFICER ACCESSIONS TO ACTDU AND ALL OFFICER SEPARATIONS FROM ACTDU

JP 1101 - COMMAND DISTRIBUTION REPORT

JP 1102 - SPECIAL ASSIGNMENT LISTING

JP 1103 - ENLISTED ASSIGNMENT LISTING

JP 1104 - ENLISTED WOMEN ASSIGNMENT LISTING

JP 1105 - WEEKLY GAIN AND LOSS REPORT

JP 1106 - SEPARATION REENLISTMENT EXTENSION REPORT

JP 1107 - RECRUIT DEPOT PERMANENT PERSONNEL REPORT

JP 1108 - RECRUITING STATION ENLISTMENT CONTRACT PROCESSING

JP 1201 - ANALYST FILE PROCESSING (ACTIVE DUTY) USMC

JP 1202 - HQMC FORWARDING (ACTIVE DUTY) USMC

JP 1209 - SEMIANNUAL AUDIT OF FILES

JP 1210 - MONTHLY PERSONNEL ROSTER

JP 1211 - ORGANIZATION STRENGTH SUMMARY REPORT

JP 1212 - NAVY PERSONNEL ASSIGNMENT LISTING

JP 1213 - REPORT OF REPORTING UNIT PERFORMANCE

JP 1220 - SUSPENSE JOINING FILE

JP 1221 - ANTICIPATED ACCOUNTS FILE

JP 1228 - LISTING OF PERSONNEL OF HQBN, HQMC, BY SPECIAL DUTY ASSIGNMENT CODE

JP 1229 - ALPHABETICAL LISTING OF PERSONNEL OF HQBN, HQMC

JP 1999 - ANALYST PROCESSING, ACTIVE DUTY USMC, CLERICAL

CHAPTER 6

REPORT REQUIREMENTS

PART A: INTRODUCTION

6000 GENERAL

1. The reports and submission of tabulating cards required by Headquarters Marine Corps are described in this chapter. Narrative job procedures and other instructions necessary for the preparation of the requirements herein established are included in this chapter.

6005 USE OF REPORTS

1. The reports required by this manual furnish Headquarters Marine Corps with information vital to the operation of the Marine Corps. This information enables Headquarters Marine Corps to make proper distribution and assignment of personnel, to accurately compute the strength of the Marine Corps, to estimate the fluctuations of the Marine Corps strength, and to provide certain data to interested agencies outside the Marine Corps.

6010 AUDITING REQUIREMENTS

1. No report will be submitted to the Commandant of the Marine Corps unitl properly audited. Before submission to HQMC, a report must meet the following qualifications:

a. All audits prescribed within the job procedure must be accomplished.

b. The report must compare with the sample listing provided with the job procedure.

c. The report must be free of machine processing errors.

d. In the case of summary card submission, such summary cards must reflect the same totals as those listed in the report.

e. In the case of tabulating card submission (not accompanied by a report), such tabulating cards must be free of machine processing errors and submitted on the type card specified (if applicable).

f. Number of report and/or tabulating card copies must be verified before submission.

2. If errors are detected during the audit of a finished report, corrective action will be initiated immediately to resolve these errors. However, submission of reports must not be delayed pending receipt of corrected information. In this connection, the Data Processing Officer is authorized to make pen corrections to facilitate submission of reports. Such corrections, however, must be kept to a minimum.

6015 OFFICIAL MAILING ADDRESS

1. The reports and summary cards required by this chapter for submission to Headquarters, Marine Corps will be addressed to:

COMMANDANT OF THE MARINE CORPS (Insert applicable code)
Headquarters, U. S. Marine Corps
Washington 25, D. C.

6020 COLUMN HEADINGS

1. The use of unprinted listing forms makes it necessary to provide the using agencies with a way of identifying the columns of information. This will be accomplished by one of the following methods:

a. Typed headings.

b. Numbered columns (numbered columns are identified on a separate form which is attached to the report).

c. Templates (a preprinted attached strip of paper approximately two inches in width and as long as the report form is wide. The identification of information in each column is shown on the template).

2. The Data Processing Officer will prescribe the column heading method to be employed (considering ease of preparation) on the non-recurring reports. Templates (Figure 6-1) are required for reports prepared on a recurring basis.

3. The columns of information in the sample listings in this chapter have been identified by the numbered column method for ease of sample preparation. Notwithstanding the numbered column method used to identify all sample listing columns templates will be prepared for reports submitted on a recurring basis.

TYPED HEADINGS (NON-RECURRING REPORTS)

NAME	W-WOMEN OFFICERS SERVICE NUMBER	RANK CODE	PRIMARY MOS	COMP/RESERVE STATUS	CONTRACT LIMITATION	SPECIAL DESIGNATION	DEPENDENTS	STRENGTH CATEGORY	UNIT CODE	FIRST ADD MOS	EAS	PEBD	TOUR DATE
SMITH W A	1445811	E2	0100	1	1	U	3	4	52590	0311	1057	1053	554
SMITH W A	1445811	E2	0100	1	1	U	3	4	52590	0311	1057	1053	554

NUMBERED COLUMNS (NON-RECURRING REPORTS)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SMITH W A	1445811	E2	1	1	U	4	A	53	105	0100	0311	1057	554	554	52590
SMITH W A	1445811	E2	1	1	U	4	A	53	105	0100	0311	1057	554	554	52590

TEMPLATE (RECURRING REPORTS)

NAME	W-WOMEN OFFICERS SERVICE NUMBER	RANK CODE	COMP/RESERVE STATUS	CONTRACT LIMITATION	SPECIAL DESIGNATION	STRENGTH CATEGORY	PULHES	YEAR OF PEBD	GCT SCORE	PRIMARY MOS	FIRST ADD MOS	EAS	TOUR DATE	DATE ARR/ DPT U.S.	UNIT CODE
SMITH W A	1445811	E2	1	1	U	4	A	53	105	0100	0311	1057	554	554	52590
SMITH W A	1445811	E2	1	1	U	4	A	53	105	0100	0311	1057	554	554	52590

COLUMN HEADINGS

FIGURE 6 - 1

PART B: REPORT COMPOSITION

6100 TITLE SECTION

1. The title section consists of a title page (Figure 6-2) and, on command or command group reports, an organizational page (Figure 6-3) on which is listed the titles and reporting unit codes of units covered in the report. The title page will show the following information:

Report Title
Reports Symbol Number
Command or Unit on which the report is prepared
Personnel Allocation Code (if prescribed)
Effective Date of report

In the case of reports on which a negative report is required, this condition will be indicated by submitting the appropriate title page with the word NEGATIVE listed below the title page header cards.

2. In addition to the above information, the standard certification and release stamp containing the following data will be entered on the title page of each copy of the report in the area of the upper right corner:

USMC Personnel Accounting System
Certification and Release
Date
/s/
Data Processing Officer
USMC DPI ____ (Location)

a. The original of the report will be signed by the Data Processing Officer, or his designated representative, and dated in the place provided by the certification and release stamp.

b. The certification and release stamp data may be machine listed.

c. The distribution of the report may be machine listed on the lower half of the title page. Listing of the distribution data on the title page is optional.

3. An organizational page (Figure 6-3) which is prepared for all reports on command or command groups, will consist of a listing of reporting unit titles and codes and the following data, as applicable, which may be stamped, hand written or machine listed:

a. Early cutoff date and/or missing unit diary number.

b. Activation date of units activated since last report.

c. Disbandment date of units disbanded since last report.

d. Transfer of accounting jurisdiction date of any unit lost by transfer to another DPI since last report.

e. Date assumed accounting jurisdiction of any unit joined to DPI since last report.

f. The notation, "Zero Strength", on all units which are at zero strength.

USMC PERSONNEL ACCOUNTING SYSTEM
CERTIFICATION AND RELEASE
DATE: 12 FEB 1959

S/ James M. Upperville
DATA PROCESSING OFFICER
USMC DPI 11 PARRIS ISLAND

COMMAND DISTRIBUTION REPORT
REPORTS SYMBOL MC-1306-06
MARINE CORPS RECRUIT DEPOT
PARRIS ISLAND S C
EFFECTIVE DATE 31 JANUARY 1959

REPORT COMPOSITION (TITLE SECTION)

FIGURE 6-2

HEADQUARTERS AND SERVICE BATTALION	32001	
HEADQUARTERS COMPANY	32002	cut off 28 Dec 58 Missing Unit Diary No. 74-58
SERVICE COMPANY	32003	
GUARD COMPANY	32004	
INSTRUCTION COMPANY	32005	
CASUALS CASUAL COMPANY	32006	Missing Unit Diary No. 101-58
PERMANENT PERSONNEL CASUAL COMPANY	32007	
SCHOOLS COMPANY	32008	
1ST RECRUIT TRAINING BN MCRD PI	32100	
PERMANENT PERSONNEL	32101	
RECRUITS	32102	activated 3 Dec 58 Cut off 25 Dec 58
2ND RECRUIT TRAINING BN MCRD PI	32110	
PERMANENT PERSONNEL	32111	
RECRUITS	32112	
3RD RECRUIT TRAINING BN MCRD PI	32120	
PERMANENT PERSONNEL	32121	
RECRUITS	32122	
4TH RECRUIT TRAINING BN MCRD PI	32130	
PERMANENT PERSONNEL	32131	
RECRUITS	32132	
5TH RECRUIT TRAINING BN MCRD PI	32140	
PERMANENT PERSONNEL	32141	
RECRUITS	32142	
6TH RECRUIT TRAINING BN MCRD PI	32150	
PERMANENT PERSONNEL	32151	
RECRUITS	32152	Disbanded 25 Dec 58
WOMEN RECRUIT TRAINING BN	32170	
PERMANENT PERSONNEL	32171	
RECRUITS	32172	
SPECIAL TRAINING REGIMENT MCRD PI	32200	Transferred Cmdty Jurisdiction to DPI #15 26 Dec 58
WEAPONS TRAINING BATTALION MCRD PI	32300	Resumed Cmdty Jurisdiction from DPI #15 28 Dec 58

REPORT COMPOSITION (TITLE SECTION)

FIGURE 6-3

6105 RECAPITULATION SECTION

1. The recapitulation section consists of tabulated strengths which are prescribed within the job procedure.

6110 BODY SECTION

1. The body section will contain the information prescribed within the job procedure. The information in the body section, whether tabulations or listings, will be listed with a one inch upper and lower page margin (unless otherwise specified in the job procedure) and centered from left to right.

6115 PAPER STRIPPING AND ASSEMBLY

1. The listing paper will be carbon stripped, burst, assembled and bound with two removable fasteners in the left hand margin. The templates required for submission with the HQMC recurring reports will be attached following the title section of the report.

6120 CONTROL DATES

1. The control dates for preparation and submission of reports and/or tabulating cards to HQMC is specified in the narrative job procedures of this chapter. Exceptions, if any, to the standard number of report copies and due date at HQMC are promulgated by separate letter to the Data Processing Installation concerned.

PART C: REPORTS

6200 DESCRIPTION OF RECURRING REPORTS REQUIRED BY HQMC

1. ALPHABETICAL LISTING OF HQ BN, HQMC (JP #1229) - An alphabetical listing of personnel of Headquarters Battalion, Headquarters Marine Corps.

2. CHANGE LISTINGS (OFFICERS) (JP #1023) - A name listing of the weekly changes processed on officers.

3. COMMAND DISTRIBUTION REPORT (JP #1101) - Compares in tabulated form the chargeable strength against the authorized strength, total personnel in certain categories, viz; eligible for overseas, eligible for combat, expected six (6) months attrition, etc.

4. EMERGENCY REPORT REQUIREMENT (JPs #1101 and 1103) - A tabulation and name listing of all personnel within the designated command who are/are not eligible for overseas and/or combat. Eligibility criteria is defined in current instructions and/or CMC message requiring such report.

5. ENLISTED ASSIGNMENT LISTING (JP #1103) - A name listing of enlisted personnel in specified pay grades and occupational fields.

6. ENLISTED WOMEN ASSIGNMENT LISTING (JP #1104) - A name listing of all enlisted women within the accounting jurisdiction of the DPI.

7. LISTING OF HQBN, HQMC PERSONNEL BY SPECIAL DUTY ASSIGNMENT CODE (JP #1228) - A name listing of personnel of HqBn HQMC by Special Duty Assignment Code.

8. MARINE CORPS RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY AND ALL OFFICER SEPARATIONS FROM ACTIVE DUTY (JP #1024) - A name listing of reserve officers with accession type changes and all officers with separation type changes.

9. MONTHLY PERSONNEL ROSTER (JP #1210) - A name listing of Marine Corps personnel and personnel of other services who are carried on the rolls of the reporting unit, plus all the personnel dropped from the rolls during the effective month of the roster.

10. NAVY PERSONNEL ASSIGNMENT LISTING (JP #1212) - A name listing of all Navy personnel assigned to active duty with Marine Corps units within the accounting jurisdiction of each Data Processing Installation - Officers by designator code - Enlisted by Classification Code.

11. OFFICER ASSIGNMENT LISTING (JP #1004) - A name listing of all officers carried on the accounts of the reporting units of the command, with a total of the officers, spreading rank totals in each primary MOS and a total of the officers in the command.

12. ORGANIZATION STRENGTH SUMMARY REPORT (JP #1211) - A tabulation of strength category of all Marine Corps and Navy personnel joined on the rolls of the command and enroute within the command.

13. RECRUIT DEPOT PERMANENT PERSONNEL REPORT (JP #1107) - A tabulation and name listing of Recruit Depot Permanent Personnel by Drill Instructor Type Duty Code.

14. REPORT OF REPORTING UNIT PERFORMANCE (JP #1213) - A tabulation of total number of unit diary entries, and totals of erroneous, incomplete and late reported entries.

15. SEPARATION, REENLISTMENT AND EXTENSION REPORT (JP #1106) - A tabulation by Personnel Allocation Code of all enlisted personnel losses and extensions of enlistment (24 type of change).

16. SPECIAL ASSIGNMENT LISTING (JP #1102) - A name listing of all chargeable enlisted personnel with rank spread totals, including a comparison of the reporting unit actual MOS and rank strength against the authorized.

17. WEEKLY GAIN AND LOSS REPORT (JP #1105) - A message report of accessions and losses of enlisted personnel.

PART D: JOB PROCEDURES

6300 GENERAL

1. All Personnel Accounting Job Procedures which direct report and/or card submission to HQMC are contained in this chapter in narrative form.

6301 DEFINITION AND SCOPE OF NARRATIVE JOB PROCEDURES

1. Narrative Job Procedure Defined: A narrative EAM procedure is one that is prepared to provide Data Processing Installations with all the essential information necessary to complete an administrative job requirement.

2. Narrative Job Procedure Scope: Narrative procedures will include a statement of the objectives, details pertaining to source documents, card formats, card files used and details of the final reports or results desired, together with a general outline of the clerical and machine steps or operations necessary to produce the desired results. A flow chart depicting these steps or operations will accompany each narrative. Internal auditing and control requirements will also be included.

3. Data Processing Installations having a requirement to execute a narrative job procedure for report and/or tabulating card submission to HQMC will prepare a detailed job procedure for the use of operator personnel, using the narrative job procedure as a guide.

4. Type Bars: Since wiring diagrams are not included in the scope of the narrative job procedure, determination of all machine wiring requirements will be at the discretion of the Data Processing Officer.

a. Interpreter Type Bars - Use of interpreter type bars will be governed either by type bar indication printed on the tabulating card or as directed in the procedure. In the absence of specification for type bar usage, interpretation is not required for HQMC submission.

b. Accounting Machine Type Bars - Use of accounting machine type bars will be governed by the content of the report. The only restriction placed upon the field DPI in the selection of accounting machine type bars (and spacing between columns of information) is that the information printed on the finished report be in the same order and as proximate to the sample listing provided in the narrative job procedure as is possible.

The completed reports and/or tabulating cards thus produced must satisfy the objectives as set forth in the narrative job procedure instructions.

6302 DEFINITION AND SCOPE OF DETAILED JOB PROCEDURES

1. Detailed Job Procedure Defined: A detailed EAM job procedure is one that is prepared to provide Data Processing Installation operator personnel with all the essential information that will tell them how to perform each step or operation necessary to satisfy the requirements of a narrative EAM procedure.

2. Detailed Job Procedure Scope: Detailed procedures will include a statement of the objectives, details pertaining to source documents, card formats, card files used, and final reports or results desired together with detailed sheets describing how each clerical or machine operation will be accomplished. Wiring diagrams and test decks will also be included. Flow charts are optional.

6303 . REPORT COPIES

1. The number of report copies required by HQMC is specified in the narrative job procedure.

2. The number of copies (if any) of HQMC reports furnished the command and/or reporting unit will be governed upon the requirements of the command and/or reporting unit and the value of the report at the local level. In addition, paragraph 6101.5 PRAM requires receipt of certain reports by the command and/or reporting unit for audit purposes. Frequent promulgation to local commands of the coverage of HQMC reports and periodic evaluation of report usage will insure maximum economy of man hours, machine hours and supplies.

3. In cases where it is determined there is a definite need for machine prepared reports at the command or reporting unit level and copies of HQMC report requirements are found not to suffice, a local job procedure (recurring or non-recurring) will be established.

4. If, upon the periodic evaluation of report usage initiated by the commander exercising accounting jurisdiction, a command signifies receipt of a given report is not desired (nor required by HQMC) a copy of the report will not be furnished.

6304 LOCAL JOB PROCEDURES

1. Narrative type job procedures for local reports are not required.

2. Local job procedures will be prepared in the detailed job procedure format, copy of which will be submitted to CMC(Code ABA-3) with sample listings and test decks. Upon modification or cancellation of the requirement, CMC (Code ABA-3) will be notified.

6305-6319 NOT UTILIZED

6320 NARRATIVE JOB PROCEDURES

1. The Narrative Job Procedures set forth herein provide processing instructions necessary to operate the Personnel Accounting System and for the preparation of reports therefrom. Deviations from the requirements of these procedures are not authorized without prior approval of the Commandant of the Marine Corps (Code DGB).

1. Personnel Job Procedures 1101 and 1103 apply.

2. Report Title - EMERGENCY REPORT REQUIREMENTS (Reports Symbol MC-1306-02 and MC-1306-06

3. GENERAL - Emergency reports required by CMC message will be prepared from the analyst files (unless otherwise specified) immediately upon receipt of said message or at such time as directed.

4. Coverage:

a. When directed, tabulations by MOS spreading rank with minor control on MOS, intermediate on OF, and final total will be prepared on commands designated in CMC message involved in a command exercise or actual build-up and movement. In addition, name listings will be prepared from accounting cards used for the tabulations as may be required.

b. The commands on which the following reports will be prepared will be designated by CMC. The eligibility criteria for overseas and combat will be as defined in current instructions and CMC message.

(1) REPORT ONE: Chargeable enlisted personnel eligible for overseas and combat as defined in current instructions except that control dates will be as promulgated in CMC message.

(2) REPORT TWO: Chargeable enlisted personnel not included in Report One who will become eligible during a number of months specified in CMC message.

(3) REPORT THREE: Chargeable enlisted personnel not eligible for Reports One or Two who have more than a specified number of months of obligated active service remaining on a particular date.

(4) REPORT FOUR: All enlisted personnel (chargeable or not chargeable) not included in Reports One, Two or Three.

c. Codes, content description, column headings, totals, and other data essential to proper interpretation will be furnished to each recipient of the reports.

5. Listing Arrangement (Sequence):

a. As specified in CMC message or if listings are prepared to satisfy local needs, as directed by the CG having accounting jurisdiction.

6. Number of Report Copies Required by HQMC:

a. The original and two copies (each requirement) will be forwarded to CMC (Code DGB).

b. Additional copies will be forwarded to commands concerned as directed by the CG having accounting jurisdiction.

7. Control Date:

a. Immediate execution upon receipt of CMC message or as directed by message.

8. Card Submission:

a. None required unless specifically called for in CMC message.

1. Personnel Job Procedure Number 1004.

2. Report Title - OFFICER ASSIGNMENT LISTING (Reports Symbol MC-1301-03).

3. GENERAL - The Officer Assignment Listing is used by the Assignment and Classification Branch of HQMC to support the function of career management of Officer personnel. It is prepared monthly, as of the last day of the month, and will include all officers on the rolls of the command on which it is prepared, including those officers enroute between elements of the command on the last day of the month for which prepared.

4. Coverage:

a. Commands on which separate reports are required are as follows:

DPI #2 CAMP LEJEUNE

FMFLant Troops (less H&S Bn)
H&S Bn FMFLant
MCB CamLej (Chargeable)
MCB CamLej (Not Chargeable)
MC Combat Units, CamLej
2ndMarDiv

DPI #3 CAMP PENDLETON

MCB CamPen
MCB 29 Palms
MC Cold Weather TrngCen
MC Combat Units 29 Palms
Repl Drafts (upon departure only)

DPI #4 CHERRY POINT

MCAS Cherry Point
MCAF New River
MCAAS Beaufort
Hq&HqSq AirFMFLant
Prov Mar HqSq 1 Edenton
MAG 31 Reinf
2ndMAW (less 2ndMAW units in another OAL)
MAG 14
MHTG 26
MACS 7
MADs
MARTC (incl MARTDs)

DPI #5 EL TORO

MCABs West Coast (incl AirFMFPac Aug Pers MCAAS Mojave & MATCU 65)
1stMAW
3rdMAW
AirFMFPac Units (all others)
AvnReplBns (upon departure only)

DPI #6 FMFPAC

3rdMarDiv Reinf
1stMarBrigade (incl MAG 13)
MCAS Kaneohe
Overseas Security Forces
All other FMFPac Units
I-I Stf 27th Rifle Co

DPI #7 QUANTICO

MCS Quantico (Chg)
MCS Quantico (Not Chg)
MCAS Quantico
Ground Activities East (incl MBs, MDs and Supply Commands)
MCRRDs (incl I-I Staffs)
HqBn HQMC

DPI #8 SAN FRANCISCO

MCSC Barstow
LFTU Coronado
Ships & Flag Allow
DofP Units (incl 38310)
MCRRD (incl I-I Staffs)

DPI #11 PARRIS ISLAND

Ships&Flag Allow (incl LFTU and MD Hq CinC LantFlt)
MCRD

DPI #15 SAN DIEGO

MCRD

DPI #25 CAMPEN

1stMarDiv Reinf
Force Troops FMFPac

5. Listing Arrangement (Sequence):

a. The report is to be prepared in three sections, each section to contain information as follows:

(1) RECAPITULATION OF ABBREVIATED TITLES
The recapitulation of abbreviated titles of the report is to contain tabulations spreading rank totals of each abbreviated titles shown below:

ABBREVIATED TITLE	STRENGTH COVERAGE
TOT OFF	All Officers
MC OFF	Regular Officers
MCR OFF	Reserve Officers
MC NA	Regular Officers, Naval Aviators
MCR NA	Reserve Officers, Naval Aviators
MC AG	Regular Officers, Aviation Ground
MCR AG	Reserve Officers, Aviation Ground
MC GRND	Regular Officers, Ground
MCR GRND	Reserve Officers, Ground

NOTE: For screening purposes for the above recapitulation strengths, NA and AG OFFICERS are defined as follows:

NAVAL AVIATORS - Officers who have a primary MOS in Occupational Field 73, if a Colonel (O6) the primary MOS 9907.

AVIATION GROUND - Officers who have a primary MOS in Occupational Fields 64 through 71, inclusive.

Rank totals will be spread for each abbreviated title.

(2) TABULATION OF PRIMARY MOSs
Rank totals (minor) will be spread for each MOS and a total of the MOS tabulation for the Command (final).

(3) BODY SECTION (NAME LISTING)
The body section of the report on each command is to contain a listing of accounting cards of the officers involved, spreading the personnel information and totals prescribed in the sample listing, in sequence by 1 column alpha name; by rank code; by primary MOS field; and by reporting unit, if desired.

Any command, may, at its option, additionally include the name of an officer in proper location for the additional MOS he carries. To accomplish this the officer accounting cards must be screened in the additional MOS field and cards containing an additional MOS reproduced inserting the additional MOS in the primary MOS field and eliminating the primary MOS. Additional MOSs which appear in the primary MOS field will be identified by an asterisk in the column immediately to the right of the primary MOS column.

The totals to be shown within the body section of the report are the total of the officers, spreading rank totals in each primary MOS (minor) and a total of the officers, spreading rank totals for the command (final) or a total of the officers, spreading rank totals for the reporting unit (inter). DO NOT count cards representing an officer by his additional MOS in any totals required in the report.

6. Number of Report Copies Required by HQMC:

a. The report will be forwarded to HQMC as an original and three (3) copies, with the exception of Marine Air Reserve Training Command and Marine Corps Reserve and Recruitment Districts, on which an original and four (4) copies are required.

7. Control Date:

a. The report is due at HQMC (Code DGB) on the fifteenth day of the month following the month for which prepared, i.e., 31 January report is due 15 February.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Officer Assignment Listing
(MC-1301-03)

Job Procedure No. 1004

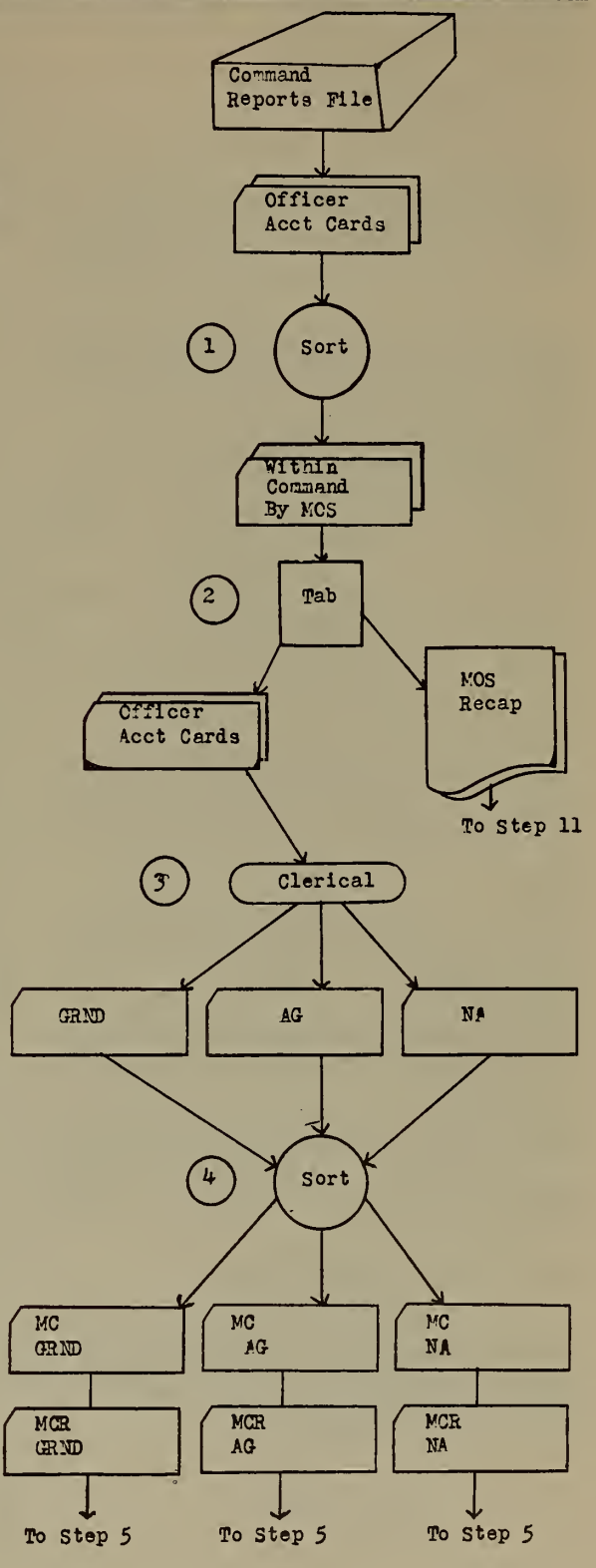
STEP AND OPERATION DESCRIPTION

1. Officer accounting cards from Command Reports File. (Officers of other services not included). If cards are not in command groups, first sort on reporting unit and arrange into desired groups. Sort each group on MOS. Sorted cards to step 2.

2. Cards from step 1. Tabulate each group separately, controlling minor on MOS, with last card total for the command. Resulting tabulation will be page 2 of the finished report. Tabulation to step 11. Sorted cards to step 3.

3. Cards from step 2. While cards are in MOS sequence, arrange into three groups as follows: Those with MOS in OF 73, plus MOS 9907, label "NA"; those with MOS in OF 64-71, label "AG"; remaining cards label "GRND". Forward the three groups to step 4.

4. Cards from step 3. Zone sort each group on component. Cards in reject pocket will be regulars, cards in 12 pocket will be reserves. Label each group as follows: MC NA; MCR NA; MC AG; MCR AG; MC GRND and MCR GRND. Prepare header cards as indicated on Sample Listing of this Job Procedure and forward the six groups (with header cards) to step 5.



Report or Process Title

Officer Assignment Listing
(MC-1301-03)

Job Procedure No. 1004

STEP AND OPERATION DESCRIPTION

5. Cards from step 4. Tabulate as follows: Prior to each tabulation insert appropriate header card in front of the group and remove after tabulation is complete.

"TOT OFF" - Tabulate all cards, obtaining a one line total with rank spread.

"MC OFF" - Tabulate all regulars, obtaining a one line total with rank spread.

"MCR OFF" - Tabulate all reserves, obtaining a one line total with rank spread.

"MC NA" - Tabulate all regular NAs, obtaining a one line total with rank spread.

"MCR NA" - Tabulate all reserve NAs, obtaining a one line total with rank spread.

"MC AG"- Tabulate all regular Aviation Ground, obtaining a one line total with rank spread.

"MCR AG" - Tabulate all reserve Aviation Ground, obtaining a one line total with rank spread.

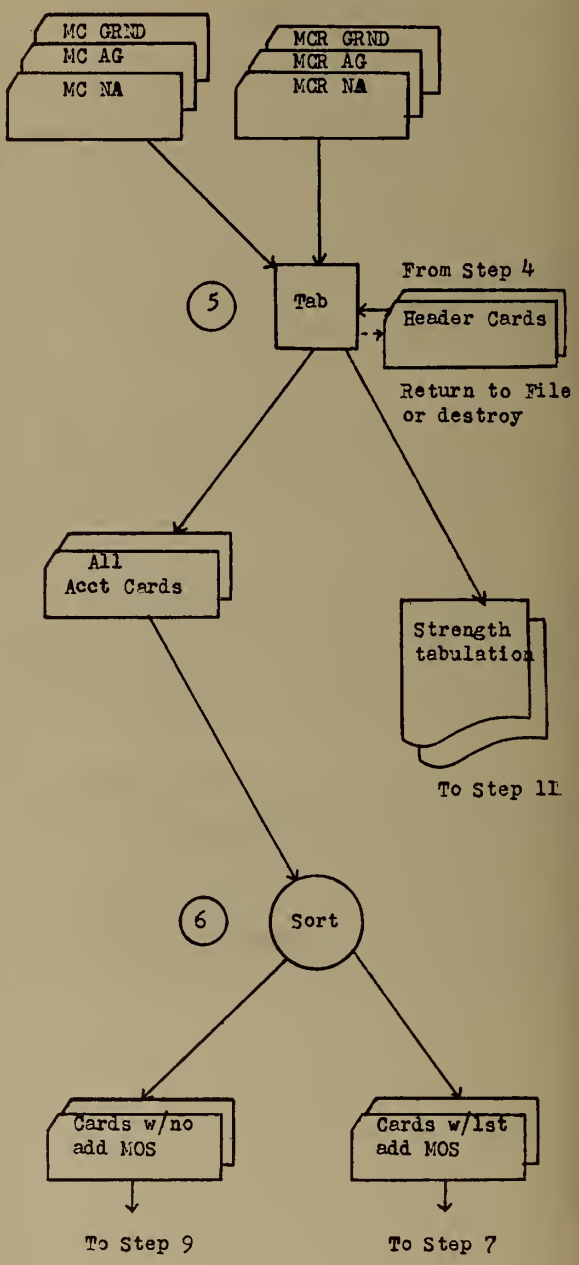
"MC GRND" - Tabulate all regular ground, obtaining a one line total with rank spread.

"MCR GRND" - Tabulate all reserve ground, obtaining a one line total with rank spread.

Place all accounting cards aside for step 6. Tabulation to step 11.

STEPS 6, 7 and 8 ARE OPTIONAL

6. Accounting cards from step 5. Numeric sort 1st additional MOS. Cards with no additional MOS to step 9. Cards with a first additional MOS to step 7.



Report or Process Title

Officer Assignment Listing
(MC-1301-03)

Job Procedure No. 1004

STEP AND OPERATION DESCRIPTION

7. Cards with an additional MOS from step 6. Offset reproduce the first additional MOS into the primary MOS field and reproduce the remainder of the card. Gang punch or emit a numeric X into col. 42. Reproduced cards with first additional MOS in primary MOS field to step 8. Original cards to step 9.

8. Cards from step 8. Interpret upper line only. Cards to step 9.

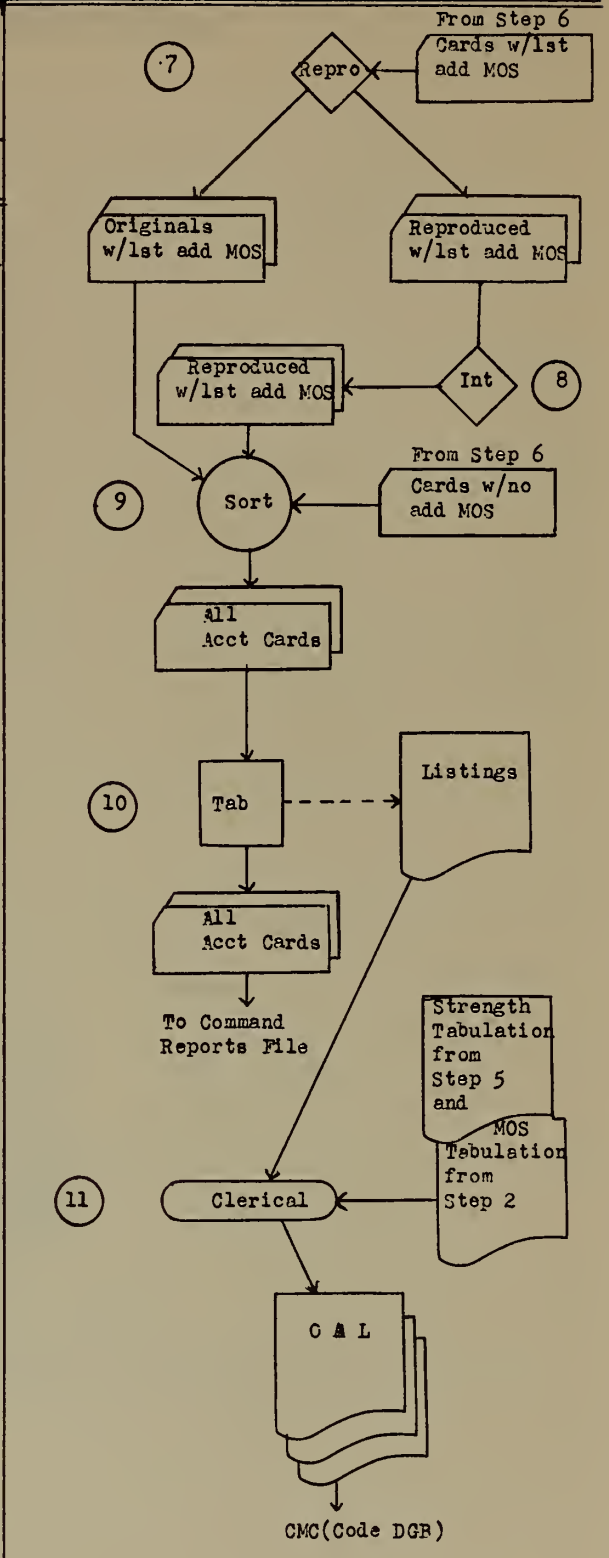
9. Original cards with an additional MOS from step 7. Reproduced cards from step 8. Original cards from step 6 with no additional MOS. Sort all cards 1 col. alpha name; by rank code; by primary MOS field; and by reporting unit, if desired.

NOTE: Remember to maintain cards in command groups. Cards to step 10.

10. Cards from step 9. Prepare a Standard Name Listing (See sample), with a minor total on primary MOS, spreading rank; an inter total on Reporting Unit, spreading rank or an inter total on command, spreading rank. Listing to step 11. Return accounting cards to Command Reports File.

NOTE: The accounting cards with additional MOSs in the primary MOS field may be disposed of at the discretion of the DPO.

11. Strength recapitulation from step 5. MOS recapitulation from step 2. Listing from step 10. Prepare a Title Sheet, a Reporting Unit Sheet, and assemble the OAL as per sample listing. Authenticate original copy only.



OFFICER ASSIGNMENT LISTING

1	2	3	4	5	6	7	8	9
TOT OFF	27	1	2	3	3	5	6	7
MC OFF	19	1	2	2	1	5	4	4
MCR OFF	8			1	2		2	3
MC NA	9	1	2	1	1	3	1	
MCR NA	5			1	2		2	
MC AG	6			1		2	2	1
MCR AG	2							2
MC GRND	4						1	3
MCR GRND	1							1

COLUMN	ITEM OF INFORMATION
1	Abbreviated Title
2	Total Officers
3	Generals
4	Colonels
5	Lieutenant Colonels
6	Majors
7	Captains
8	Lieutenants
9	Chief Warrant Officers & Warrant Officers

OFFICER ASSIGNMENT LISTING

1	2	3	4	5	6	7	8	9
0130	1							1
1802	1						1	
3502	2							2
4002	1							1
6402	3			1				2
6502	1							1
6602	2					2		
6702	2						2	
7302	2			2				
7304	3				3			
7307	2						2	
7331	1						1	
7333	3					3		
9903	1	1						
9907	2		2					
	27	1	2	3	3	5	6	7

COLUMN	ITEM OF INFORMATION
1	Primary MOS
2	Total Officers
3	Generals
4	Colonels
5	Lieutenant Colonels
6	Majors
7	Captains
8	Lieutenants
9	Chief Warrant Officers & Warrant Officers

OFFICER ASSIGNMENT LISTING

1	23	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SKETOE	C	032029	W3	1					32	114	0130			658	954	4	02201
WARE	C	057923	W2	C				K9	53	111	0130*			557	454	1	02201
									1								1
FREEMAN	JG	070834	O2	1					53	111	1802			757			02203
									1						1		
BOSTON	K	057618	W2	1					39	100	3502	0802		1157	1057	2	02201
GIVINS	W	070301	W1	1					43	120	3502			657	954	3	02204
									2								2
WARE	C	057923	W2	C				59	53	111	4002	0130		557	454	1	02201
									1								1
METZ	AA	015030	O5	1					32	120	6402			556	456	3	02204
HUNTLEY	W	070544	W2	C				60	53	128	6402			1255	1055	3	02203
SUTTON	D	074050	W1	C				89	55	119	6402			757	557	2	02204
									3			1					2
HANEY	CL	012178	W4	1					28	119	6502	3502		555	355	1	02201
									1								1
LAWRENCE	S	058682	O3	C				61	45	134	6602			956	456	4	02203
MAYOCK	RS	059635	O3	C				62	48	129	6602			357	257	2	02201
									2					2			
KLOSAK	EJ	071468	O2	1					56	152	6702			757	657	1	02201
TRUEBLOOD	C	069362	O1	1					57	106	6702			558			02203
									2						2		
ANGLIN	EO	014779	O5	1		A			42	128	7302	5715		657	557	3	02204
LUND	AA	021063	O5	C		A		71	42	114	7302	7381		1157	1157	1	02201
									2			2					
BIGELOW	KK	038048	O4	1		A			40	120	7304			557	1253	2	02202
JACKSON	B	071039	O4	C		A		62	40	113	7304	7333		458	358		02201
WALKER	W	023717	O4	A		A		69	47	131	7304	7331		1156	1056	4	02204
									3				3				
MAAG	ER	065183	O2	1		A			54	149	7307	7333		956		2	02201
MCKENNA	JP	065011	O2	C		A		69	51	129	7307			956		1	02203
									2						2		

OFFICER ASSIGNMENT LISTING

LOVE	PA	065856	02	C	A	89	52 1	140	7331			1056		1 1	1	02201
HUNTER	PR	053808	03	1	A		45	129	7333			757	155	3		02203
LINMAN	LG	051659	03	1	A		44	141	7333			754	352	3		02201
OHLGREN	A	052247	03	1	A		46 3	130	7333	7331		555 3	455	3		02201
DYER	EC	04430	07	1	A		29 1	1	9903			757	656	3		02201
MORROW	GM	04877	06	1	A		31		9907			657	152	3		02204
POTTINGER	W	04643	06	1	A		31 2		9907 2			1156	1156	3		02201
							27	1	2	3	3	5	6			7

COLUMN	ITEM OF INFORMATION	TOTALS
1	Last Name	
2	First Initial	
3	Second Initial	
4	Service Number	
5	Rank Code	
6	Component/Class/Reserve Status	
7	Contract Limitation	
8	Special Designation	
9	Strength Category	
10	Date Rel fr ACDU (Res Off)	
11	Year of PEBD	Total
12	GCT SCORE	Generals
13	Primary MOS	Colonels
14	First Additional MOS	Lieutenant Colonels
15		Majors
16	Location/Rotation Tour Date	Captains
17	Date Arr/Dep US	Lieutenants
18	Dependents Code	
19	Reporting Unit Code	Chief Warrant Officers & Warrant (

NOTE: For illustration purposes Chief Warrant Officer WARE has been listed twice, once in order of his primary MOS, 4002, and once in order of his additional MOS, 0130. WARE is not included in total of primary MOS 0130.

1. Personnel Job Procedure Number 1023.

2. Report Title - CHANGE LISTINGS (OFFICERS) Reports Symbol MC-1301-04)

3. GENERAL - Change Listings are used at Headquarters U. S. Marine Corps to support the function of assignment and distribution of officers through the posting of later information on detailing history cards.

4. Coverage:

a. The cards used in these listings are the officer personnel cards received from a reproduction that is executed upon cut-off of the HQMC Weekly Forwarding Hold File (JP 1202). Change listings are forwarded as reports and the cards used will be held in a suspense file for fifteen (15) days.

b. A report will be prepared on each of the groups listed below, each report to cover the personnel defined for each capitalized report title as appropriate.

(1) NAVAL AVIATORS CHANGE LISTING: This report will cover all officers who have a primary MOS in Occupational Field 73, plus MOS 9907.

(2) AVIATION GROUND CHANGE LISTING: This report will cover all officers with a primary MOS in Occupational Fields 64 through 71, inclusive.

(3) SUPPLY OFFICERS CHANGE LISTING: This report will cover all officers with a primary MOS in Occupational Fields 30 through 36, inclusive; plus MOS 9908

(4) LINE OFFICERS CHANGE LISTING: This report will cover all remaining officers not included in the above reports.

c. The body section of each report is to contain a listing of the accounting cards of the personnel involved, spreading the personnel information shown in the sample listing.

d. Exclude officer accounting cards containing a 49 type of change which result from the overall audit procedure (JP 1209).

e. Totals are not required on any of the above listings.

5. Listing Arrangement (Sequence):

a. The listing sequence of the accounting cards is by rank, within rank by first five (5) columns name, alpha, within name by date of change.

b. Change listings will be double spaced.

6. Number of Report Copies Required by HQMC:

a. Original and one (1) copy to CMC (Code DGB). Negative reports are required.

7. Control Date:

a. Weekly, in conjunction with the cut-off of the HQMC Weekly Forwarding Hold File and due at HQMC on the following Monday.

8. Card Submission:

a. None.

Report or Process Title

Change Listings (Officers)
(MC-1300-02)

Job Procedure No. 1023

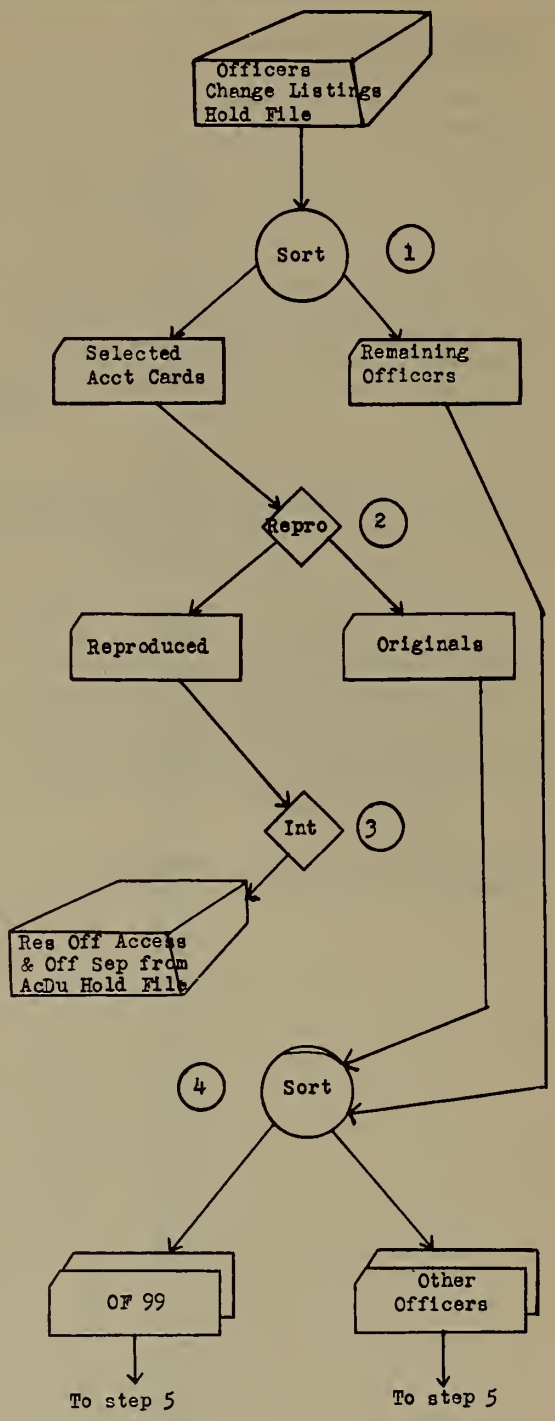
STEP AND OPERATION DESCRIPTION

1. Officer cards are sorted on type of change and on Component/Class/Reserve Status Code. Select H1, E1, EA, EJ, H6, EF, EQ for Reserve only, and all R1, R3, R4, and R5 type of change. Selected cards to Step 2. Non-selected cards to step 4.

2. Selected Officer cards from Step 1 are reproduced 80x80. Original cards to step 4. Reproduced cards to step 3.

3. Reproduced cards from step 2 are interpreted upper line only. Cards to the "Reserve Officer Accessions to Active Duty and Officer Separations from Active Duty Hold File".

4. Officer cards from step 1 and step 2. Sort on Occupational Field. Sort OF 99 on last two digits of MOS. All cards to step 5.



Report or Process Title

Change Listings (Officers)
(MC-1300-02)

Job Procedure No. 1023

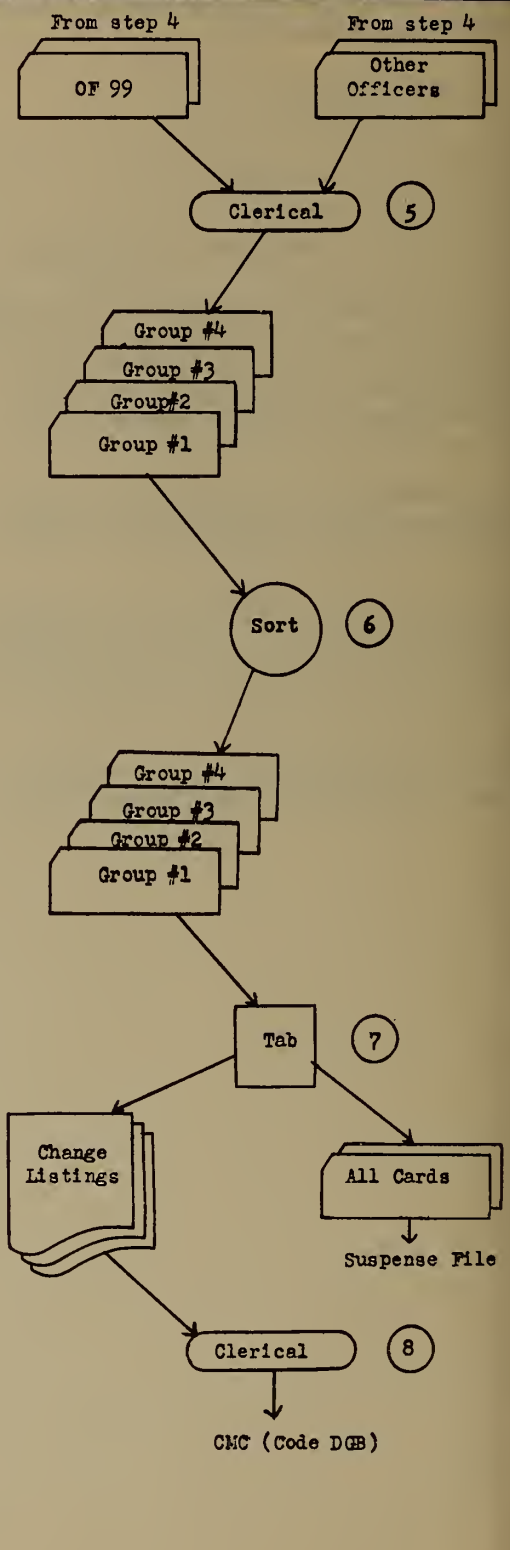
STEP AND OPERATION DESCRIPTION

5. Officer cards from step 4. Manually arrange officer cards into groups as follows: #1 - OF 73 plus MOS 9907; #2 - OF's 64-71; #3 - OF's 30-36 plus MOS 9908; #4 - All other officer cards not included in groups #1, #2, or #3. Label each group of cards, forward to step 6.

6. Cards, by groups, from step 5. Sort Officer cards (each group separately) on day, month and year of change, five columns name and on rank code. All groups to step 7.

7. Cards, by groups, from step 6. Prepare a separate listing for each group of officer cards. In some instances, there may be no cards for some of the groups. There will be no control for the officer listings. Prepare title sheets for each listing, either by machine or by typewriter. Cards to Suspense File. Listings to step 8.

8. Listings from step 7. Assemble all listings.



CHANGE LISTINGS (OFFICERS)

The below title sheets may be prepared on the accounting machine with prepunched cards to cause listings shown below, using blank cards to cause spaces indicated. If title sheets are prepared on a typewriter, charge the time used to step 8. If prepared on tabulator, charge to step 7.

NAVAL AVIATORS CHANGE LISTING
REPORTS SYMBOL MC-1300-02
CUTOFF DATE

AVIATION GROUND CHANGE LISTING
REPORTS SYMBOL MC-1300-02
CUTOFF DATE

SUPPLY OFFICERS CHANGE LISTING
REPORTS SYMBOL MC-1300-02
CUTOFF DATE

LINE OFFICERS CHANGE LISTING
REPORTS SYMBOL MC-1300-02
CUTOFF DATE

NEGATIVE REPORTS WILL BE SUBMITTED:
SAMPLE

NAVAL AVIATORS CHANGE LISTING
REPORTS SYMBOL MC-1300-02
NEGATIVE
CUTOFF DATE

All the titles will be centered on the sheet.

Certification and release stamp will be placed one inch from the top and one inch from the right margin of the title page. Only the original copy will be authenticated. Audit copy will be retained in the DPI.

CHANGE LISTINGS (OFFICERS)

The body section of the report will contain the following items of information, listed from left to right in the following order (appropriate template will be attached):

1 - Last Name (Punching in card columns 1-13 will be printed in this column)
2 - First Initial
3 - Second Initial
4 - Service Number (W printed to the left of the service number indicates woman officer)
5 - Rank Code
6 - Comp/Class/Reserve Status Code
7 - Contract/Duty Limitation
8 - Special Designation
9 - Strength Category
10 - Reserve Officer Release from Active Duty Date
11 - Type of Change Code
12 - Year of Pay Entry Base Date
13 - GCT Score
14 - Primary MOS
15 - Additional MOS
16 - Rotation/Location Tour Date
17 - Date Dep/Arr US
18 - Dependents Code (if listed on 402, numeric value only)
19 - Reporting Unit Code
20 - Date of Change

1. Personnel Job Procedure Number 1024.

2. Report Title - MARINE CORPS RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY AND ALL OFFICER SEPARATIONS FROM ACTIVE DUTY (Reports Symbol MC-1301-04)

3. GENERAL - Accounting cards representing USMCR officer accessions to active duty (H1, E1, EA, EJ, H6, EF, EQ) and accounting cards representing all active duty officer separations (R1, R3, R4, R5) are accumulated in an "Officer Accession and Separation Hold File" during execution of the Change Listing Procedure (JP 1023).

4. Coverage:

a. A report will be prepared on each of the requirements listed below, each report to cover the personnel defined under the capitalized report title.

(1) RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY: Accounting cards of Reserve Officers which contain accession types of change.

(2) OFFICER SEPARATIONS FROM ACTIVE DUTY: Accounting cards of all officers which contain separation types of change.

b. The body of each report is a double spaced listing of the respective accounting cards. Totals are not required. See sample listing.

5. Listing Arrangement (Sequence):

a. RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY: The listing sequence of the accounting cards for this report is by rank, within rank by first five (5) columns name, alpha.

b. OFFICER SEPARATIONS FROM ACTIVE DUTY: The listing sequence of the accounting cards for this report is by name only, first five (5) columns, alpha.

6. Number of Report Copies Required by HQMC:

a. An original and five (5) copies to CMC (Code DGB). Negative reports are required.

7. Control Date:

a. Weekly, in conjunction with the Change Listings (Officers) and are due at HQMC on the following Monday.

8. Card Submission:

a. None

Report or Process Title

MC Reserve Officer Accessions to Active Duty and Officer Separations from Active Duty. (MC-1301-04)

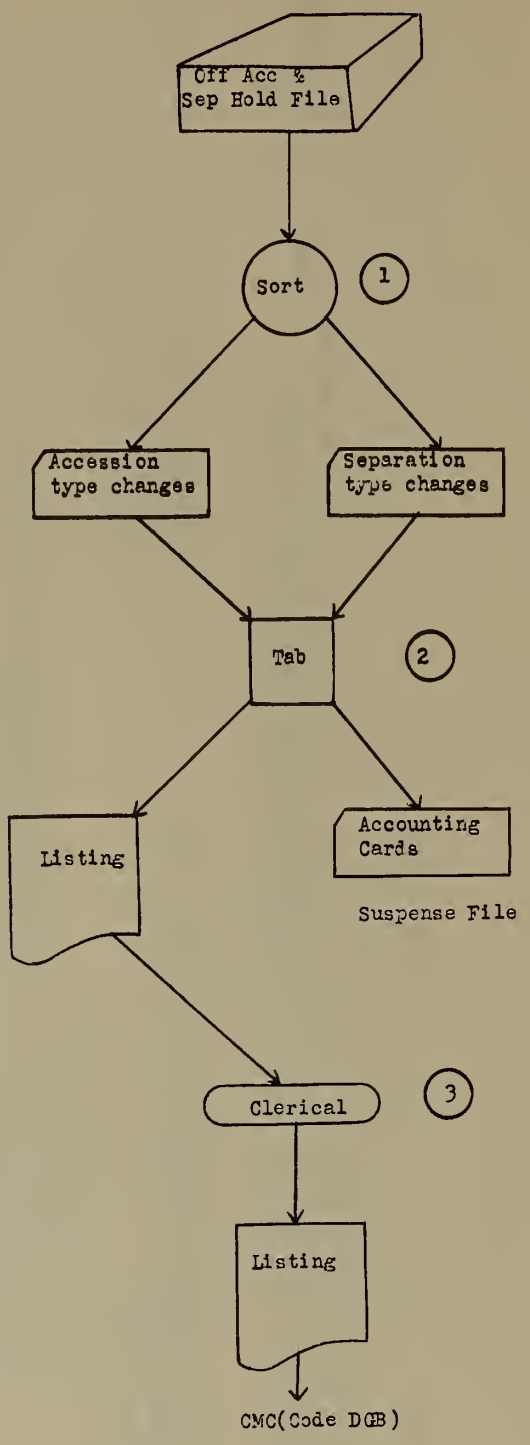
Job Procedure No. 1024

STEP AND OPERATION DESCRIPTION

1. Cards from "Officer Accession and Separation Hold File" are sorted, separating accessions from separations. Sort Accessions five (5) columns alpha, within Rank. Sort Separations five (5) columns alpha. Cards to step 2.

2. Cards from step 1. List Accessions and Separations separately with no controls. Lists to step 3. Cards to Suspense File.

3. Listings from step 2 are assembled.



MARINE CORPS RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY AND ALL OFFICER SEPARATIONS FROM ACTIVE DUTY

The below title sheets may be prepared on the accounting machine with prepunched cards to cause listings shown below, using blank cards to cause spaces indicated. If title sheets are prepared on a typewriter, charge the time used to step 3. If prepared on tabulator, charge to step 2.

RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY
REPORTS SYMBOL MC-1301-04
CUTOFF DATE

OFFICER SEPARATIONS FROM ACTIVE DUTY
REPORTS SYMBOL MC-1301-04
CUTOFF DATE

NEGATIVE REPORTS WILL BE SUBMITTED:
SAMPLE

OFFICER SEPARATIONS FROM ACTIVE DUTY
REPORTS SYMBOL MC-1301-04
NEGATIVE
CUTOFF DATE

All the titles will be centered on the sheet.

Certification and release stamp will be placed one inch from the top and one inch from the right margin of the title page. Only the original copy will be authenticated. Audit copy will be retained in the DPI.

MARINE CORPS RESERVE OFFICER ACCESSIONS TO ACTIVE DUTY AND ALL OFFICER SEPARATIONS FROM ACTIVE DUTY

The body section of the report will contain the following items of information, listed from left to right in the following order (appropriate template will be attached):

1 - Last Name (Punching in card columns 1-13 will be printed in this column)
2 - First Initial
3 - Second Initial
4 - Service Number (W printed to the left of the service number indicates woman officer)
5 - Rank Code
6 - Comp/Class/Reserve Status Code
7 - Contract/Duty Limitation
8 - Special Designation
9 - Strength Category
10 - Reserve Officer Release from Active Duty Date
11 - Type of Change Code
12 - Year of Pay Entry Base Date
13 - GCT Score
14 - Primary MOS
15 - Additional MOS
16 - Rotation/Location Tour Date
17 - Date Dep/Arr US
18 - Dependents Code (if listed on 402, numeric value only)
19 - Reporting Unit Code
20 - Date of Change

1. Personnel Job Procedure Number 1101.

2. Report Title - COMMAND DISTRIBUTION REPORT (Reports Symbol MC-1306-06)

3. GENERAL - The Command Distribution Report is used by the Assignment and Classification Branch of HQMC to support the function of distributing personnel to the major commands. It is prepared monthly, and will include all Marine Corps enlisted personnel on the unit rolls of the command on the last day of the month for which the report is prepared. The report will be prepared as of the last day of each calendar month.

4. Coverage:

a. Commands on which separate reports are required are as follows:

DPI #2 CAMP LEJEUNE

MCB CamLej (less Combat Units and Indiv Combat Trainees)
2ndMarDiv
FMFLant Troops (less H&S Bn)
H&S Bn FMFLant
MC Combat Units (Non FMF)

DPI #3 CAMP PENDLETON

MCB CamPen (less Indiv Combat Trainees and Repl Trainees)
MC Cold Weather TrngCen
MCB 29 Palms (less MC Combat Units - Non FMF)
MC Combat Units (Non FMF) MCB 29 Palms
Repl Drafts (upon departure only)

DPI #8 SAN FRANCISCO

Department of Pacific Units (incl 38310) (less those in another CDR)
MB Treasure Island (55016-55017)
MB Treasure Island (55014-55015 55018-55019)
MCSC Barstow
LFTU Coronado

DPI #11 PARRIS ISLAND

MCRD
MD Hq CinC LantFlt
HqDet LFTU Little Creek

DPI # 4 CHERRY POINT

MCAS Cherry Point
MCAF New River
Prov MarHqSq 1 Edenton
MCAAS Beaufort SC
Hq&HqSq AirFMFLant
2ndMAW (less 2ndMAW units in another CDR)
MACS 7
MAG 14
MHTG 26
MAG 31 Reinf
MAG 32 (incl MATCU 63 and MACS 5)
MAD Memphis Accts (06004-06005-06006-06007)
MAD Jacksonville Accts (06020-06022-06023)
MARTC (incl MARTDs)

DPI #5 EL TORO

MCAS El Toro
MCAF Santa Ana
MCAAS Mojave
Hq&HqSq AirFMFPac & VMT 2
AirFMFPac Augmentation Pers MCAAS Mojave (incl MATCU 65)
1stMAW
3rdMAW
VMO 6
Avn Repl Bns (upon departure only)

DPI #15 SAN DIEGO

MCRD

DPI #6 FMFPac

HqFMFPac (less O/S Security Forces) (incl MC Comp Nav Adv Grp Korea)
1stMar Brigade (incl MAG 13)
3rdMarDiv Reinf
MB Guam
MB Atsugi
MB Barber's Point
MB Sangley Point
MB Pearl
MB Sasebo
MB Yokosuka
MB Lualualei
MB Subic Bay

DPI #7 QUANTICO

MCS Quantico (less MC Test Unit)
MCAS Quantico
MCSC Albany
MB Yorktown
MB Clarkesville
East Coast Posts & Stations (less those in another CDR)
MB 8th & I Wash D C
MB NavAct NGF Wash D C
MCSA Philadelphia

DPI #25 CAMP PENDLETON

1stMarDiv Reinf
Force Troops FMFPac

b. Strength Coverage - The below table contains abbreviated titles and strength codes which are gang punched into the CDR summary cards. The abbreviated titles are listed in the report. Strength codes are a sorting device and are not listed in the report.

ABBREVIATED TITLE	STRENGTH CODES MOS	OF.	RECAP	STRENGTH COVERAGE
ENL AUTH	21	01	71	Authorized MOS and rank allowances by T/O
MAN LEVEL	22	02	72	Manning Level MOS and rank authorization
ENL CHG	23	03	73	Enlisted chargeable personnel
EL OS NC	27	07	77	CONTINENTAL COMMANDS: All chargeable enlisted male personnel eligible for overseas assignment but not eligible for combat. (For those personnel who completed a tour of overseas duty to be included in this category, they must have completed 6 months in the U. S. since last return from overseas.)
EL OS CBT	29	09	79	CONTINENTAL COMMANDS: Enlisted male personnel chargeable, eligible for overseas assignment and combat. (NOTE: Strengths 27 and 29 are mutually exclusive. Selections are made in accordance with current directives on overseas and combat assignment, except that when selecting for obligated active service use 16 month limit so that report will be effective for the month during which it is prepared and used as a basic for orders.
E1-E4 EL OS	30	10	80	Enlisted male personnel in the grades of E4 and below who are eligible for overseas combat. (For those personnel who have completed a tour of overseas duty to be included in this category they must have completed 24 months in the U.S. since last returned from overseas.)
ATRN 1 MO	31	11	81	CONTINENTAL COMMANDS AND OVERSEAS COMMANDS OTHER THAN FMF, ATTRITION STRENGTHS: Enlisted personnel chargeable, regulars, reserves, and inductees whose expiration of active service occurs during one of the 6 months after the cut-off date of the report, grouped as shown under the heading "ABBREVIATED TITLE". NOTE: Attrition and Rotation data for FMF commands in FAR EAST will be prescribed by separate directives from CMC.
ATRN 2 MO	32	12	82	
ATRN 3 MO	33	13	83	
ATRN 4 MO	34	14	84	
ATRN 5 MO	35	15	85	
ATRN 6 MO	36	16	86	
NCHG ENL	--	--	89	Not Chargeable Enlisted Personnel
ATRN UNK	--	--	91	Unknown as to expiration of Active Service
EL OS UNK	--	--	93	Unknown as to eligibility for overseas

c. Exceptions to the coverage shown above are as follows:

(1) For EAST COAST POSTS AND STATIONS, a CDR will be prepared for each reporting unit, plus a consolidated CDR for the EAST COAST POSTS AND STATIONS as a command. MOS strengths are not required in either the CDR by reporting unit or the CDR by command - only OF and recapitulation strengths.

(2) For MARTCOM CDR, only ENL CHG (strengths 23, 03, 73), ATRN 1 MO (strengths 31, 11, 81), ATRN 2 MO (strengths 32, 12, 82), ATRN 3 MO (strengths 33, 13, 83), and ATRN 4 MO (strengths 34, 14, 84) will be included.

(3) REPLACEMENT BATTALIONS (AIRFMFPAC) a regular CDR is not required - tab only by MOS, spreading rank.

(4) For DEPARTMENT OF PACIFIC Units, a CDR will be prepared for each reporting unit. Consolidated CDR is not required.

(5) For FMF units in the FAR EAST only ENL AUTH (strengths 71, 01, 21) and ENL CHG (strengths 73, 03, 23) figures are to be included.

(6) REPLACEMENT DRAFTS (CAMPEN) a regular CDR is not required - tab only by MOS, spreading rank.

d. In the event a command has no personnel in a particular strength or if the command does not have a manning level a negative report is not required.

5. Listing Arrangement (Sequence):

a. BODY SECTION: The body of the report is to consist of tabulated primary MOS and OF strengths with a rank spread of the personnel in each category defined in subparagraph 4.c above. In addition (except overseas commands) an extract rank total of E4s with less than 12 months in present location from effective date of report. The body section is single spaced, with a space between listed MOSs.

b. RECAPITULATION SECTION: The recapitulation section is to consist of tabulations of the personnel in the categories defined in subparagraph 4.c above, tabulated by command spreading rank totals as in subparagraph 5.a above. In the case of DPIs with Aviation Units, a 2nd (GRND) and 3rd (AVN) recapitulation section is required, tabulated by command, spreading rank totals as in subparagraph 5.a above.

c. Do not split OF or MOS groups by page ejection.

6. Number of Report Copies Required by HQMC:

a. The Command Distribution Report will be forwarded as an original and four (4) copies for ground commands and an original and five (5) copies for aviation commands. Original copy of the report will be authenticated.

b. In the event a DPI is required to prepare reports on more than one command, the reports will be forwarded as completed.

c. A copy of the report will be forwarded to the command on which it is prepared, except for CDRs prepared on groups which do not constitute an actual command.

7. Control Date:

a. The report is due at HQMC(Code DGB) on the 15th day of the month following the month for which it is prepared.

8. Card Submission:

None

Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

STEP AND OPERATION DESCRIPTION

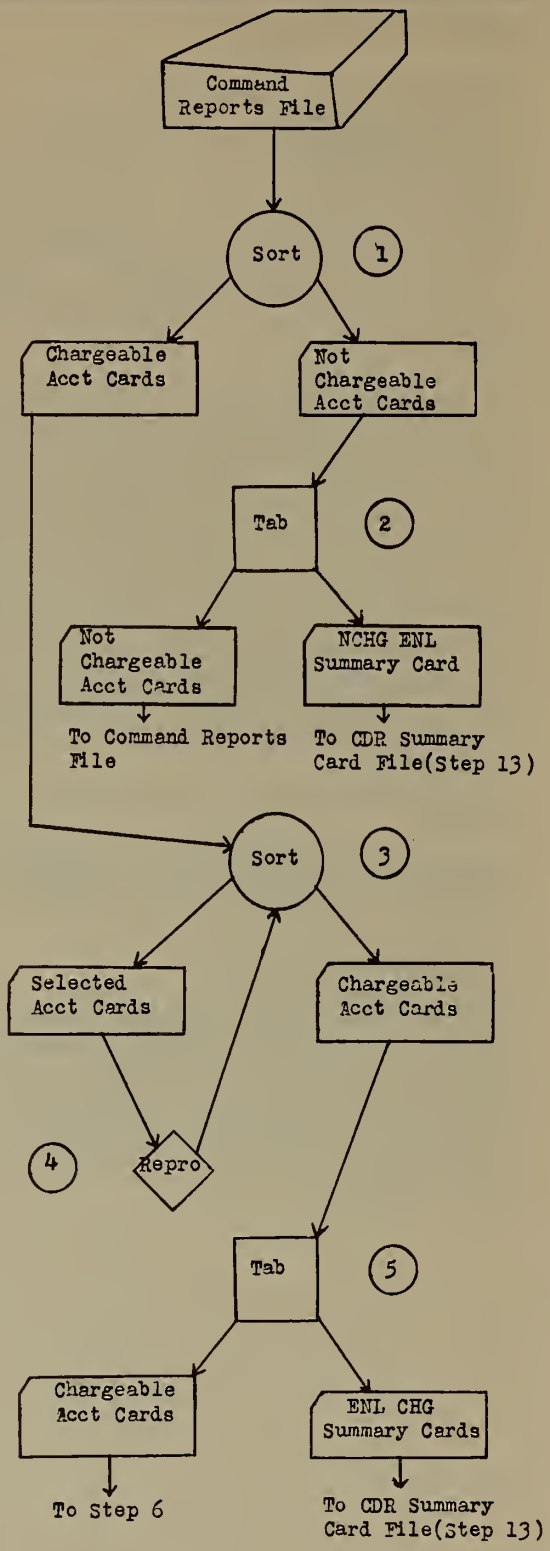
1. Remove the Marine Corps enlisted accounting cards from the command reports file. If not in CDR command groups, sort on reporting unit numeric and arrange into desired command groups. Maintain in command groups and zone sort on strength category. Not Chargeable accounting cards to step 2. Chargeable accounting cards to step 3.

2. Tabulate the accounting cards of Not Chargeable personnel from step 1, punching one summary card for the group (ENL NCHG). See chart of summary card content and gang punching instructions. Accounting cards are returned to the command reports file. Remove summary card from the reproducer and place in "CDR Summary Card File" (step 13).

3. Accounting cards of Chargeable personnel from step 1. Sort on tour date, selecting E4's who have less than 12 months on station as of effective date of report. Selected cards to step 4, then return to this step. Sort all cards on primary MOS. Sorted cards to step 5. (NOTE: Selection of E4's with less than 12 months on station may be accomplished by collator operation if deemed preferable.)

4. Selected cards from step 3. Gang punch a numeric X (11 punch) into column 45. Return to 2nd sort of step 3.

5. Sorted cards from step 3. Tabulate, punching one summary card for each MOS in group (ENL CHG). See chart of summary card content and gang punching instructions. Summary cards to "CDR Summary Card File" (step 13). Accounting cards to step 6.



Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

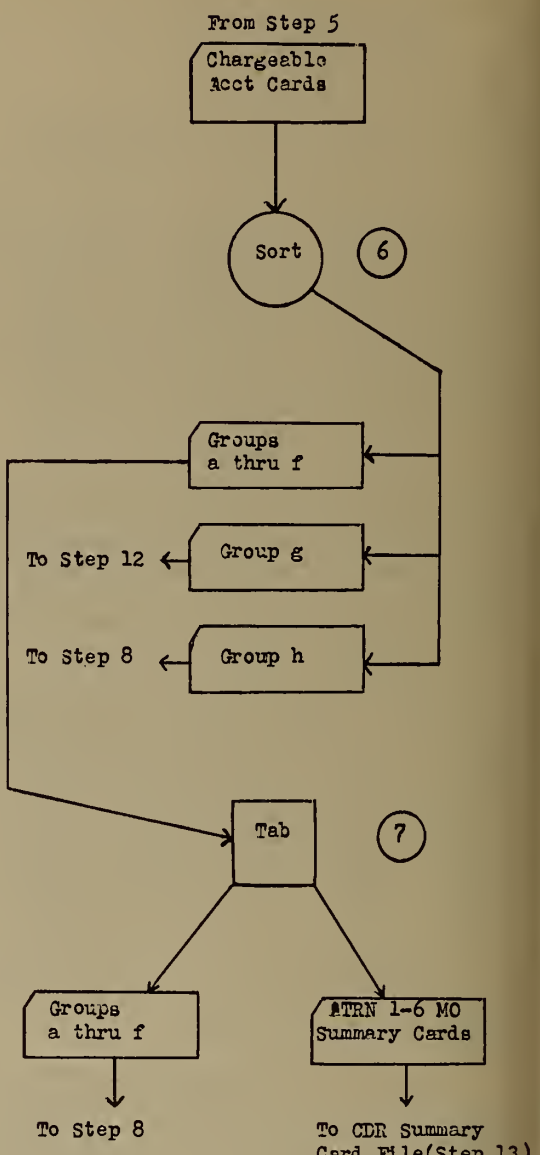
STEP AND OPERATION DESCRIPTION

6. Accounting cards on Chargeable personnel from step 5. Sort on EAS, then group those whose EAS expires in:

a. 1st month following the month for which report is prepared - label "ATRN 1 MO".
b. 2nd month following the month for which report is prepared - label "ATRN 2 MO".
c. 3rd month following the month for which report is prepared - label "ATRN 3 MO".
d. 4th month following the month for which report is prepared - label "ATRN 4 MO".
e. 5th month following the month for which report is prepared - label "ATRN 5 MO".
f. 6th month following the month for which report is prepared - label "ATRN 6 MO".
g. Those whose EAS is unknown - label "ATRN UNK".
h. Remaining cards maintain in EAS sequence.

Sort groups a through f on MOS, keeping each group separate and forward to step 7.

7. Group g cards to step 12.
Group h cards to step 8.
Groups a through f from step 6. Tabulate each group separately, cutting a summary card for each MOS in each attrition group. See chart of summary card content and gang punching instructions. Summary cards to "CDR Summary Card File". Accounting cards to step 8.



Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

STEP AND OPERATION DESCRIPTION

8. This step is to determine ELIGIBILITY FOR OVERSEAS.

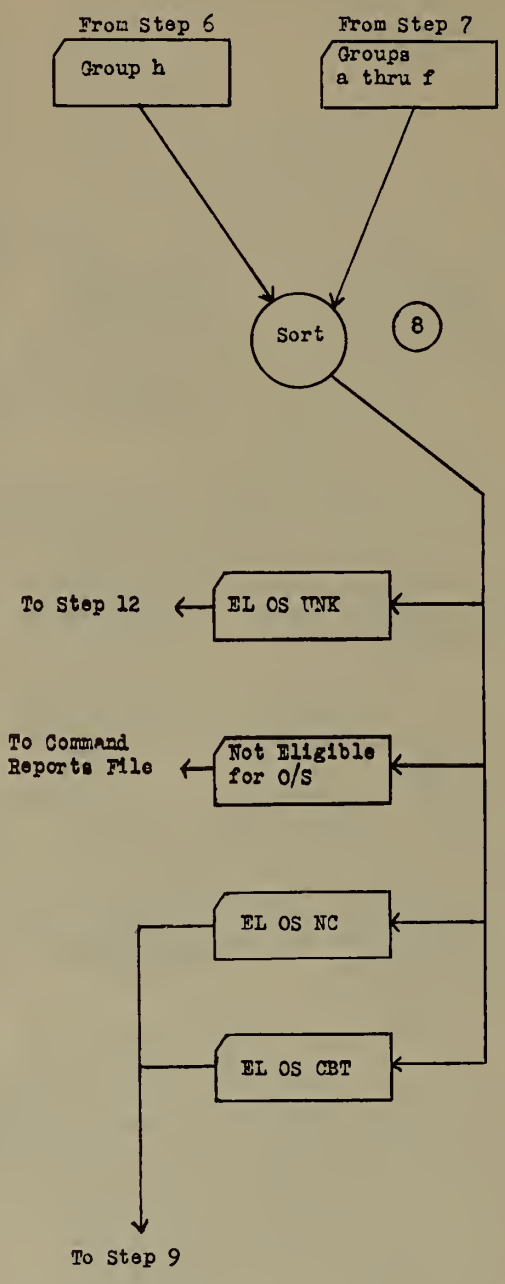
1st Sort - Accounting cards (Attrition) from step 7 - Select all female enlisted and male E4s and below and return to Command Reports File. All others to 3rd sort.

2nd Sort - Group h cards from step 6 (By EAS with 7 months or more to serve) - Select all female enlisted and return to command reports file. Sort remainder of cards on rank code. Cards in 4, 3, 2 and 1 pockets, manually select cards with less than 16 months to serve and return to Command Reports File. Cards with 16 months or more to serve to 4th sort. Cards in 9, 8, 7, 6 and 5 pockets, manually select - cards with 7 through 15 months to 3rd sort - Cards with 16 months or more to serve to 4th sort.

3rd Sort - Zone sort on component the cards from 9, 8, 7, 6 and 5 pockets from 1st and 2nd sorts. Cards in 12 pocket are reservists with less than 16 months to serve, not eligible for overseas - return to Command Reports File. Cards in reject pocket (regulars) to 4th sort.

4th Sort - Cards from sorts 2 and 3. Select those whose date dep/arr US is 6 months or more previous to month for which report is prepared, plus those who have not been overseas, and forward to 5th sort. For those whose date dep/arr US is unknown, label "EL OS UNK" and forward to step 12. Remaining cards to Command Reports File.

5th Sort - Alpha Sort cards from 4th sort on Cont Duty Limitation. Those with code "R" are not eligible for O/S and are returned to Command Reports File. Those with codes S, C and A, label "El OS NC" and forward to 7th sort. Those whose code is unknown, label "EL OS UNK" and forward to step 12. Those with code Ø, forward to 6th sort.



JOB PROCEDURE FLOW CHART

Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

STEP AND OPERATION DESCRIPTION

6th Sort - Alpha sort cards from 5th sort on PULHES. Those with PULHES Code T or D return to Command Reports File. Those with code X (alpha) label "EL OS NC" and forward to 7th sort. Remainder of cards label "EL OS CBT" and forward to 7th sort.

7th Sort - "EL OS NC" from 5th and 6th sorts. "EL OS CBT" from 6th sort. Numeric sort on primary MOS. Sort each group separately. Sorted cards to step 9.

9. Tabulate each group separately, cutting a summary card for each MOS in each group. See chart of summary card content and gang punching instructions. Summary cards to "CDR Summary Card File". "EL OS NC" cards to Command Reports File. "EL OS CBT" cards to step 10.

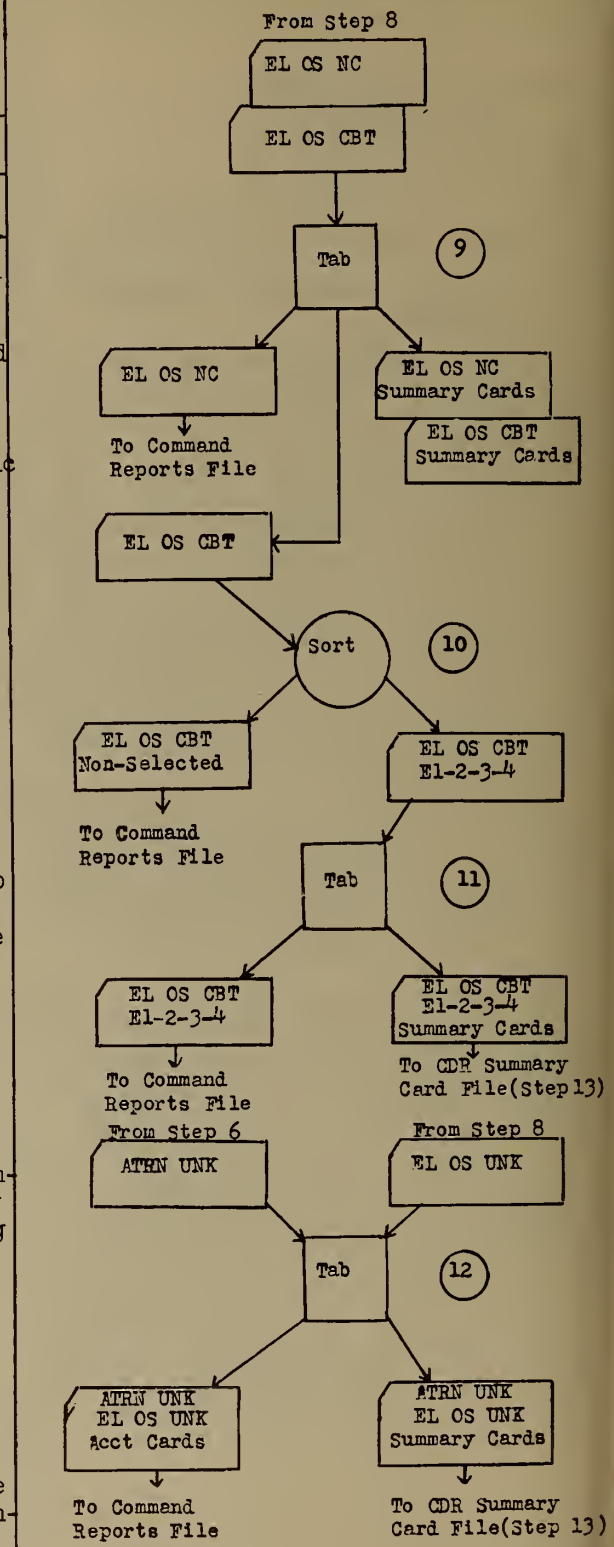
10. 1st Sort - Cards labelled "EL OS CBT" from step 9. Select E1-2-3-4 and forward to 2d sort. Remainder of cards to Command Reports File.

2nd Sort - Select those whose date arr/dep US 2 years or more previous to month for which report is prepared, plus those who have not been overseas and forward to 3rd sort. Remaining cards to Command Reports File.

3rd Sort - EL OS CBT E1-E4 from 2nd sort. Numeric sort on Primary MOS and forward to step 11.

11. Tabulate cards labelled E1-E4 EL OS CBT from step 10, cutting a summary card for each MOS. See chart of summary card content and gang punching instructions. Summary cards to CDR Summary Card File. Accounting Cards to Command Reports File. (NOTE: In that field for abbreviated titles is limited to columns 1-10 on the summary card, title E1-E4 EL OS CBT must be shortened to "E1-E4 ELOS" or E1-E4 EL OS".)

12. Accounting cards labelled "ATRN UNK" from step 6 and those labelled "EL OS UNK" from step 8. Tabulate each group separately, cutting one summary card for each group. See chart of summary card content and gang punching instructions. Summary cards to CDR Summary Card File. Accounting cards to Command Reports File.



Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

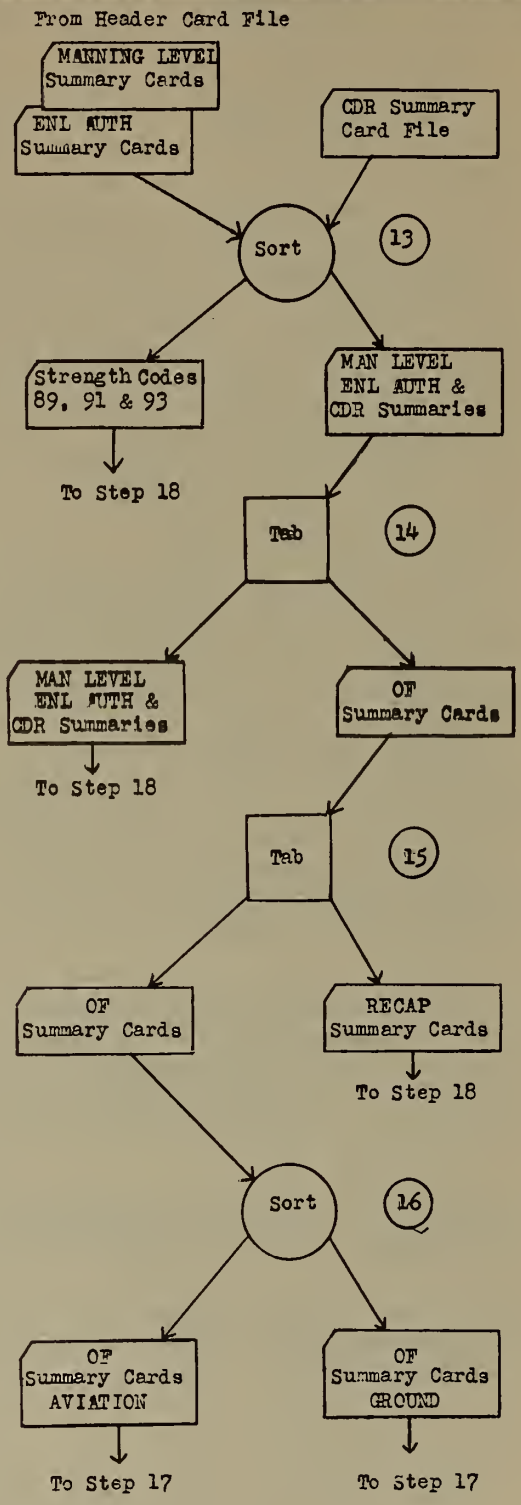
STEP AND OPERATION DESCRIPTION

13. Enlisted Authorized Cards and Manning Level Cards to the "CDR Summary Card File". Sort all summary cards in the "CDR Summary Card File" (From steps 2, 5, 7, 9, 11 & 12) on occupational field, then on strength identification code. Remove codes 89, 91 and 93 and hold for step 18. Divide the remaining cards into strength code groups (each group is in OF sequence) and forward to step 14.

14. Tabulate each group of cards separately from step 13, controlling on OF, cutting a summary card for each OF in each strength group. See chart of summary card content and gang punching. Emit an X (11 punch) into column 38 for spacing control. As each group is summarized remove the resulting summary cards from the reproducer and label by strength code. When all groups have been summarized forward the summary cards from the reproducer to step 15. The summary cards from the tab are forwarded to step 18.

15. Tabulate each group of OF summary cards from step 14 separately, cutting one summary card for each strength code. See chart of summary card content and gang punching instructions. Forward RECAP summary cards from the reproducer to step 18. OF summary cards from the tab to step 16 in the case of DPI's with Aviation Reporting Units. Otherwise, OF Summary Cards go directly to step 18.

16. AVN UNITS ONLY: OF Summary Cards from step 15. Sort select column 26 sorting out 6's and 7's. Reject all others. 6's and 7's are AVIATION- All others are GROUND. Cards in two groups to step 17.



Report or Process Title

Command Distribution Report
(MC-1306-06)

Job Procedure No. 1101

STEP AND OPERATION DESCRIPTION

17. AVN UNITS ONLY: Two groups from step 16. Tabulate each group separately, gang punching AVN into card columns 26-28 of AVIATION and GRND into card columns 26-28 of GROUND, punching one summary card for each strength code. See chart of summary card content and gang punching instructions.

The resulting GRND summaries will be used in the 2nd recapitulation listing.

The resulting AVN summaries will be used in the 3rd recapitulation listing.

18. 1st Sort - Numeric sort all summary cards on Strength Code, columns 74-73. Summary cards are from steps 13, 14, 15 and 17. After cards are in sequence, remove cards with strength codes 71 thru 93 and forward to 2nd sort. All others to 3rd sort.

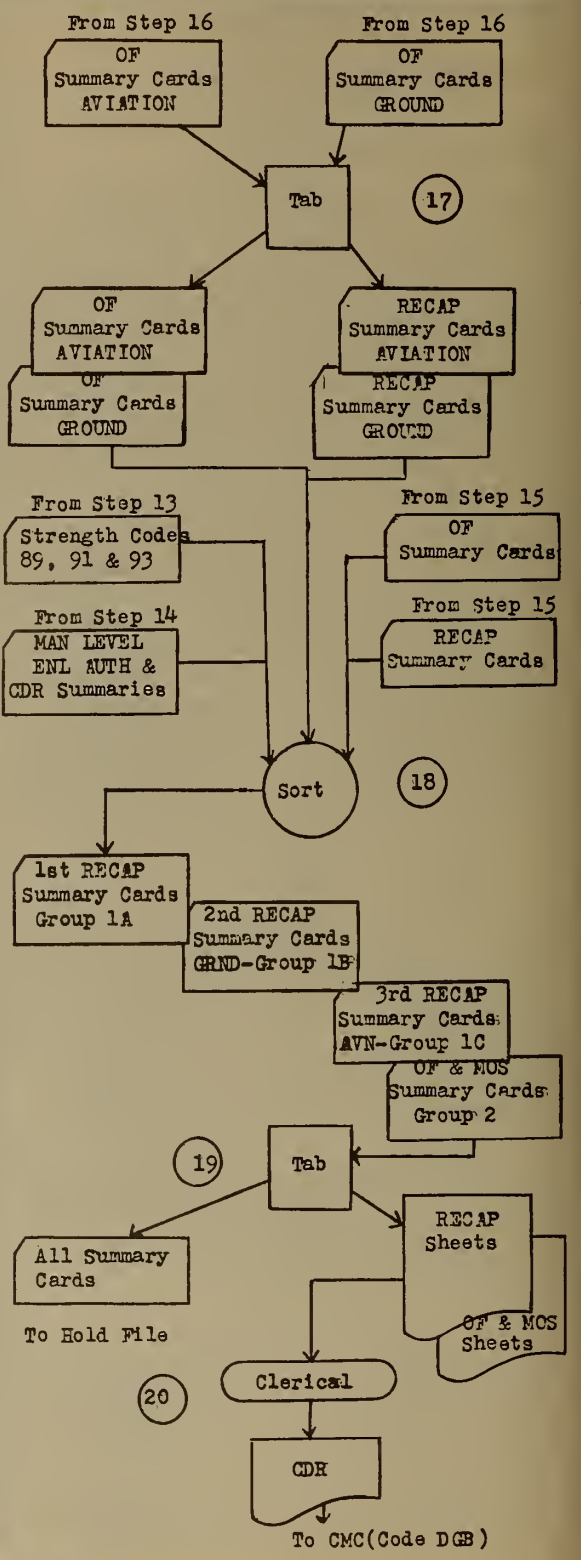
2nd Sort - Numeric sort 1st digit MOS. Blanks label group 1A (1st Recap), 7's GRND, label group 1B (2nd Recap), 1's AVN, label group 1C (3rd Recap) and forward to step 19.

3rd Sort - Summary cards from 1st sort. Numeric sort on Primary MOS. Label as Group 2 and forward to step 19.

19. List the summary cards from step 18. See attached sample for report content and format. Use strength cards 71 thru 93 for recapitulation pages, remaining cards for OF and MOS pages. All summary cards to hold file (hold until next month's reports are prepared); tabulations to step 20.

20. Assemble the report, preparing appropriate title page, followed by recapitulation page, followed by OF and MOS pages.

NOTE: "Proof" listings resulting from summarizing operations may be destroyed upon completion of the step.



1. Summary Card Content:

COL.	ITEM OF INFORMATION	STEP 2	STEP 5	STEP 7	STEP 9	STEP 11	STEP 12	STEP 14	STEP 15	STEP17.
1-10	Abbreviated Title	Gang ENL NCHG	Gang ENL CHG	Gang ATRN _MO	Gang EL OS CBT EL OS NCBT	Gang E1-E4 ELOS	Gang ATRN UNK EL OS UNK	Gang Title	Gang Title	Blank
13-16	Eff Date of Report	Gang	Gang	Gang	Gang	Gang	Gang	Gang	Gang	Gang
21-25	Total E4 less than 12 MO on station	Blank	Summ	Summ	Summ	Summ	Summ	Summ	Summ	Summ
26-29	MOS or OF	Blank	Summ PMOS	Summ PMOS	Summ PMOS	Summ PMOS	Blank	Summ OF	Blank	Gang AVN/GRD
30-35	TOTAL STRENGTH				SUMMARIZE					
36-39	E9				SUMMARIZE					
40-43	E8				SUMMARIZE					
44-47	E7				SUMMARIZE					
48-52	E6				SUMMARIZE					
53-57	E5				SUMMARIZE					
58-62	E4				SUMMARIZE					
63-67	E3				SUMMARIZE					
68-72	E2-E1 & GCMPs				SUMMARIZE					
73-74	STRENGTH CODE	Gang 89	Gang 23	Gang 31-36	Gang 27/29	Gang 30	Gang 91/93	Gang 01/16	Gang 71/86	Gang 71/86
76-80	Reporting Unit or Command Code	Gang	Gang	Gang	Gang	Gang	Gang	Gang	Gang	Gang

NOTES: Description of abbreviated titles and strength codes appears in paragragh 4.
X/45 is gang punched into the accounting cards of E4s w/less than 12 months on station prior to Step 5.
X/38 is emitted into OF summary cards during step 14 (for spacing).
Date in columns 13-16 for ENL AUTH and MAN LEVEL cards is effective date of ENL AUTHORIZATION of the Table of Organization or effective date of the MANNING LEVEL (Month & Year of latest change).

RECAPITULATION 1 TOTAL

1	2	3	5	6	7	8	9	10	11	12	13	14
ENL AUTH	00100	0558	7722	36		461	622	953	1677		1835	2138
MAN LEVEL	00100	0458	6699	36		392	549	840	1465		1544	1873
ENL CHG	00100	0658	6833	26	5	595	588	712	1431	681	1612	1819
EL OS NC	00100	0658	2			1			1	1		
EL OS CBT	00100	0658	4364	26	49	561	555	648	639	319	701	1185
E1 E4 ELOS	00100	0658	2229						445	205	630	1154
ATRN 1 MO	00100	0658	125	1		3	8	12	30	10	51	20
ATRN 2 MO	00100	0658	215			7	15	11	47	20	87	48
ATRN 3 MO	00100	0658	276	4		8	8	9	71	22	126	50
ATRN 4 MO	00100	0658	284	1	1	5	6	8	63	24	117	83
ATRN 5 MO	00100	0658	180		1	5	4	10	57	17	66	37
ATRN 6 MO	00100	0658	107			3	1	11	35	19	26	31
ENL NCHG	00100	0658	52			3	3	2	12		8	24
ATRN UNK	00100	0658	57			6	2	3	13	13	6	27
EL OS UNK	00100	0658	11				1	3	4	4	1	2

COLUMN	ITEM OF INFORMATION
1	ABBREVIATED TITLE
2	COMMAND CODE
3	EFFECTIVE DATE OF AUTH STRENGTH AND REPORT
4	OCCUPATIONAL FIELD - MOS
5	TOTAL STRENGTH
6	E9
7	E8
8	E7
9	E6
10	E5
11	E4
12	E4 LESS THAN 1 YEAR ON STATION
13	E3
14	E2-E1-GCMP

RECAPITULATION 2 GROUND

1	2	3	5	6	7	8	9	10	11	12	13	14
ENL AUTH	00100	0558	3486	10		165	194	320	644		901	1252
MAN LEVEL	00100	0458	2386	10		130	149	240	492		603	762
ENL CHG	00100	0658	2498	9	31	193	211	314	617	265	522	601
EL OS NC	00100	0658	2			1			1	1		
EL OS CBT	00100	0658	1484	9	30	181	202	293	313	139	166	290
El E4 ELOS	00100	0658	586						197	84	115	274
ATRN 1 MO	00100	0658	53	1			2	5	14	3	25	6
ATRN 2 MO	00100	0658	82			2	9	6	25	9	24	16
ATRN 3 MO	00100	0658	106	1		3	4	2	25	9	49	22
ATRN 4 MO	00100	0658	124			2	1	5	34	18	45	37
ATRN 5 MO	00100	0658	85		1		2	3	18	4	38	23
ATRN 6 MO	00100	0658	58			1		5	18	12	16	18
ENL NCHG	00100	0658	19			1		1	6		4	4
ATRN UNK	00100	0658	8			4			2	2		1
EL OS UNK	00100	0658	1						1	1		

RECAPITULATION 3 AVIATION

1	2	3	5	6	7	8	9	10	11	12	13	14
ENL AUTH	00100	0558	4236	26		296	428	633	1033		934	886
MAN LEVEL	00100	0458	4313	26		262	400	600	973		941	1111
ENL CHG	00100	0658	4335	17	19	402	377	398	814	416	1090	1218
EL OS CBT	00100	0658	2880	17			353	355	326	180	535	895
E1 E4 ELOS	00100	0658	1643			3			248	121	515	880
ATRN 1 MO	00100	0658	72			5	6	7	16	7	26	14
ATRN 2 MO	00100	0658	133			5	6	5	22	11	63	32
ATRN 3 MO	00100	0658	170	3	1	3	4	7	46	13	77	28
ATRN 4 MO	00100	0658	160	1		5	5	3	29	6	72	46
ATRN 5 MO	00100	0658	95			2	2	7	39	13	28	14
ATRN 6 MO	00100	0658	49			2	1	6	17	7	10	13
ENL NCHG	00100	0658	33			2		1	6		4	20
ATRN UNK	00100	0658	49			2	1	3	11	11	6	26
EL OS UNK	00100	0658	10				1	3	3	3	1	2

BODY SECTION

1	2	3	4	5	6	7	8	9	10	11	12	13	14
ENL AUTH	00100	0558	00	9	9								
MAN LEVEL	00100	0458	00	9	9								
ENL AUTH	00100	0558	0099	9	9								
MAN LEVEL	00100	0458	0099	9	9								
ENL AUTH	00100	0558	01	423			42	31	42	95		111	102
MAN LEVEL	00100	0458	01	324			34	27	31	81		77	74
ENL CHG	00100	0658	01	351			43	31	59	53	26	67	98
EL OS NC	00100	0658	01	1			1						
EL OS CBT	00100	0658	01	215			38	30	50	17	10	21	59
El E4 ELOS	00100	0658	01	89						11	5	19	59
ATRN 1 MO	00100	0658	01	9				1	2	3		2	1
ATRN 2 MO	00100	0658	01	14				1	1	5	2	3	4
ATRN 3 MO	00100	0658	01	21				1	1	3		14	2
ATRN 4 MO	00100	0658	01	17					2	3	1	5	7
ATRN 5 MO	00100	0658	01	7				1		3		3	
ATRN 6 MO	00100	0658	01	8			1		1	3	3	2	1
ENL CHG	00100	0658	0100	38						1	1		37
EL OS CBT	00100	0658	0100	24						1	1		23
El E4 ELOS	00100	0658	0100	23									23
ATRN 1 MO	00100	0658	0100	1									1
ATRN 2 MO	00100	0658	0100	1									1
ATRN 4 MO	00100	0658	0100	2									2

1. Personnel Job Procedure Number 1102

2. Report Title - SPECIAL ASSIGNMENT LISTING (Reports Symbol MC-1306-01).

3. GENERAL - The Special Assignment Listing is used by the Assignment and Classification Branch of HQMC to support the function of distributing personnel to the smaller commands. The SAL is prepared as of the last day of the month. The SAL will include all chargeable enlisted personnel on the unit rolls (except that the HqBn, HQMC accounts will include chargeable and not chargeable personnel), plus personnel enroute between elements of the command on the last day of the month. For the commands on which it is prepared, the SAL has first priority after the Organization Strength Summary Report.

4. Coverage:

a. Commands on which separate reports are required are as follows:

DPI #4 CHERRY POINT
Each MATCU (less EAL units)
Each GCAU
MAD Pt Mugu
MAD Corpus Christi
MAD Pensacola
MAD Patuxent River
MARTC (incl MARTDs)
Sub Unit 1 MAD Memphis

DPI #5 EL TORO
Each MATCU (less EAL units)
Each GCAU

DPI #6 FMFPac
MCAS Kaneohe
MC Comp NavAdvGrp Korea
I-I Stf 27th Rifle Co

DPI #7 QUANTICO
MC Test Unit
MD Trinidad
MD Bermuda
MD Lyautey
MB 15th ND Rodman CZ
MD London
MB San Jaun
Hq Support Act Naples
MB Guantanamo Bay
MD Argentia
MB NavAct Rota Spain
MB 8th & I Wash D C
MB NavAct Wash D C
HqBn HQMC (less 54011 and 54012)
Co F HqBn HQMC (54012)
Co G HQBn HQMC (54011)
Each Hq MCRRD (incl I-I Staffs)

DPI #8 SAN FRANCISCO
MDs Afloat PacFlt
Flag & Staff Allow PacFlt
HqDet LFTU Coronado
Hq 12th MCRRD (incl Rectg Pers & I-I Stfs)

DPI #11 PARRIS ISLAND
MDs Afloat AtlFlt
Flag & Staff Allow AtlFlt
MD Hq CinC LantFlt
HqDet LFTU Little Creek
Each Rectg Pers Account MCRRD

DPI #15 SAN DIEGO
Rectg Pers 8thMCRRD

5. Listing Arrangement (Sequence):

a. Except for the accounts listed below, the sequence for each reporting unit on which the report is required is by primary MOS (with enlisted authorized MOS and rank allowance cards), within MOS by rank (inverted), within rank by name first column alpha, single spaced, page ejecting after each reporting unit.

Marine Corps Guard State Department, HqBn, HQMC (Co F - 54012), in sequence by Date Depart/Arrive U.S. (no other sequence required), single spaced.

Company G, HqBn, HQMC (54011) in sequence by primary MOS, within MOS by rank (inverted), within rank by name first column alpha, single spaced. Enlisted authorized MOS and rank allowance cards not required.

All other accounts Headquarters Battalion, HQMC, in sequence by Duty Assignment Code, within Duty Assignment by Primary MOS, within Primary MOS by rank (inverted), within rank by name first column alpha, single spaced.

6. Number of Report Copies Required by HQMC:

a. The Special Assignment Listing will be forwarded as an original and four (4) copies for ground units and an original and five (5) copies for aviation units, except for the following:

Each Marine Corps Reserve and Recruitment District and the I-I Staff, 27th Rifle Company, Oahu, T. H. will be forwarded as an original and five (5) copies.

b. Reporting units which fall into the following command groups will be bound together and a title section prepared for each command as appropriate:

Flag & Staff Allowances, Atlantic Fleet
Flag & Staff Allowances, Pacific Fleet
Marine Detachments Afloat, Atlantic Fleet
Marine Detachments Afloat, Pacific Fleet
Each Marine Corps Reserve and Recruitment District & I-I Staffs
Marine Air Reserve Training Command and Marine Air Reserve Training Detachments

NOTE: If the units within the above command groups are grouped for report preparation, page eject after each unit.

Reporting units which are not included in the above command groups will be assembled under the appropriate title section followed by the body section in listed sequence (each unit).

7. Control Date:

a. The report is due at HQMC (Code DGB) on the 15th day of the month following the month for which it is prepared.

8. Card Submission:

a. None.

Report or Process Title

Special Assignment Listing
(MC-1306-01)

Job Procedure No. 1102

STEP AND OPERATION DESCRIPTION

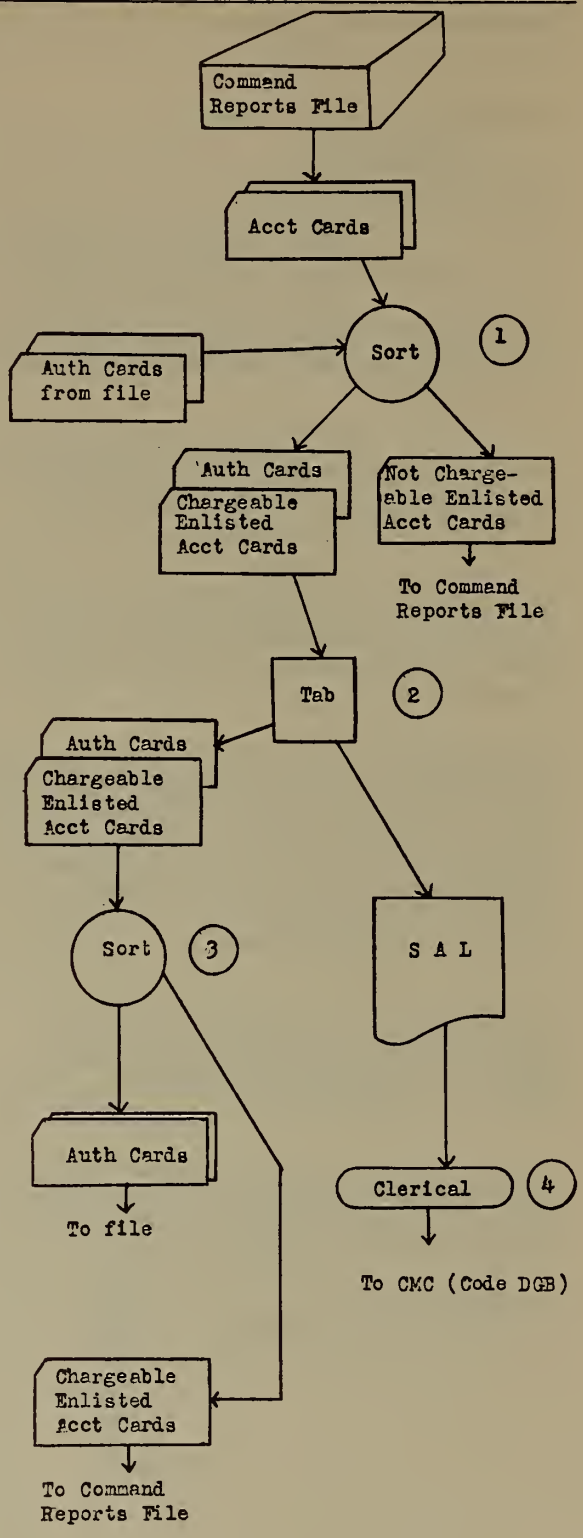
(LESS HQBN HQMC ACCOUNTS)

1. Accounting cards from Command Reports File. Sort on strength category, selecting all chargeable personnel. Not chargeable personnel to reports file. Selected cards sort 1 column alpha name; 2nd digit rank code (remove in reverse order); place the RU authorized MOS and rank allowance cards behind the accounting cards and sort on primary MOS; then sort by reporting unit. Cards to step 2.

2. Cards from step 1. Prepare a standard name listing (See sample listing, causing a minor total with rank spread by OF and a major total with rank spread by RU, ejecting to new sheet for each RU. Listing to step 4. Cards to step 3.
Exception: Each MCRRD - includes I-I Staffs - a total of the personnel, spreading rank totals, of reporting unit (minor) (last 3 digits of reporting unit codes); and a total of the personnel spreading rank totals, for the District (major) (1st 2 digits of reporting unit code).

3. Cards from step 2. Separate accounting cards from reporting unit authorized MOS and rank allowance cards. Accounting cards to reports file. RU authorized MOS and rank allowance cards to appropriate file.

4. Listing from step 2. Assemble the report (Original copy to be authenticated) and forward to CMC (Code DGB).



JOB PROCEDURE FLOW CHART

Report or Process Title

Special Assignment Listing
(MC-1306-01)

Job Procedure No. 1102

STEP AND OPERATION DESCRIPTION

(FOR HQBN HQMC ACCOUNTS) (ENL AUTH MOS AND RANK ALLOWANCE CARDS NOT REQUIRED)

1. For Co F (54012) the cards (chargeable and not chargeable are included) are sorted by Date Dep/Arr U.S. only, after which cards are forwarded to step 2.

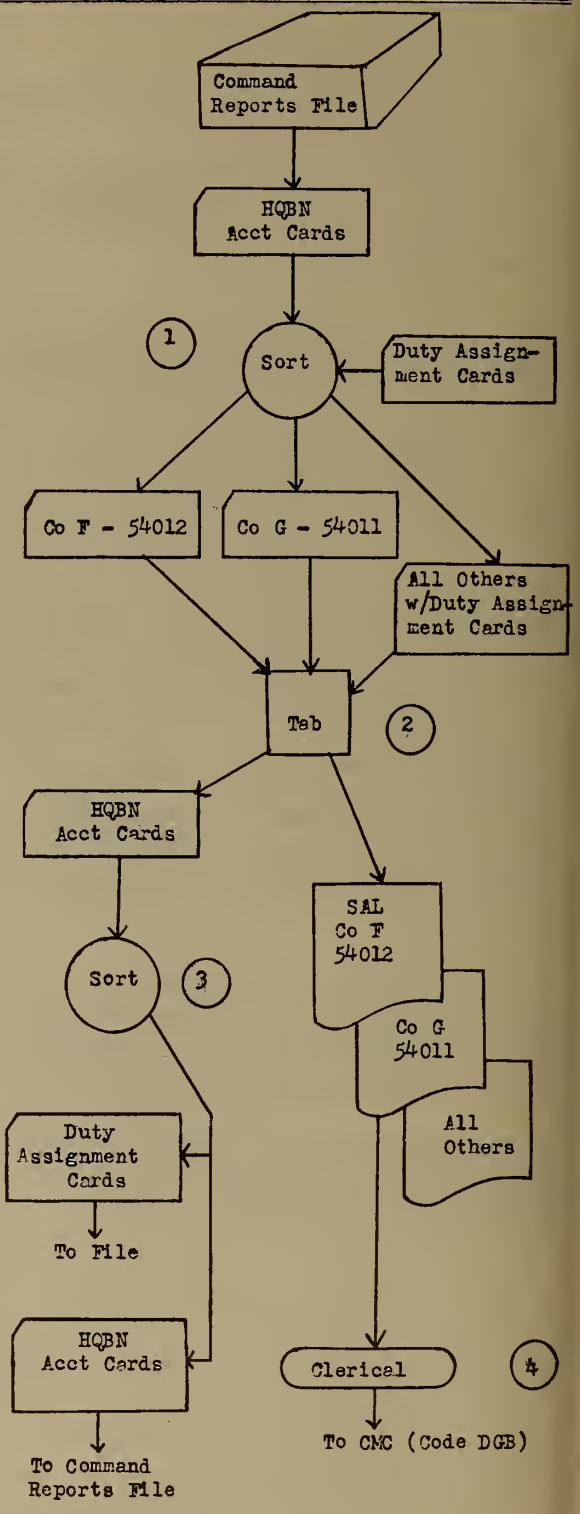
For Co G (54011) the cards (chargeable and not chargeable are included) are sorted 1 column alpha name, 2nd digit rank code (remore in reverse order), primary MOS and forward to step 2.

For all other units of HqBn, HQMC, (chargeable and not chargeable are included), sort 1 column alpha name, 2nd digit rank code (remove in reverse order), primary MOS; after this sort place the Duty Assignment header cards in front of the accounting cards and sort on Duty Assignment, after which cards are forwarded to step 2.

2. Sorted cards from step 1. Keep each group separate. Prepare standard name listings (See sample listing) with a total of personnel, spreading rank totals for the unit (final). Listings to step 4. Cards to step 3.

3. Cards from step 2. Separate accounting cards from Duty Assignment cards. Accounting cards to Command Reports File. Duty Assignment cards to appropriate file.

4. Listings from step 2. Assemble and forward to CMC (Code DGB)



SPECIAL ASSIGNMENT LISTING

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
						ENL AUTH		0098	1		1							
1					A	MYLLYOJA		BA	1575748	E4	0141		1259	959	358	50004	125	52
						ENL AUTH		0141	1						1			
									1						1			
1					A	BURCH		J	1664745	E2	0300		660	859	258	50004	107	57
1			4		A	BEYMER		R	1660537	E2	0300		761	1159	558	50004	99	57
C					B	COOPER		W	1663911	E2	0300		659	559	258	50004	137	57
C					A	WEBB		LM	1663944	E2	0300		659	959	358	50004	126	57
1					A	RICHARDS		W	1686791	E1	0300		760	1159	558	50004	98	57
1		J			A	TRULOVE		K	1563842	E4	0311		959	1159	757	50004	79	53
1					A	GRIFFITHS		L	1585938	E3	0311		659	459	1057	50004	119	56
						ENL AUTH		0311	26						3	2	21	
						ENL AUTH		0331	6							1	5	
1					A	SMITH		CW	1113150	E5	0369	0141	760	958	357	50004	113	49
						ENL AUTH		0369	1					1				
									8					1	1	1	5	
1		2			B	CONLEY		W	348519	E9	0899		362	959	358	50004	105	43
									1	1								
						TOT AUTH		9999	35		1			1	4	3	26	
									10	1				1	2	1	5	

COLUMN	ITEM OF INFORMATION
1	Component/Class/Reserve Status
2	Contract Limitation
3	Special Designation
4	Dependents Code
5	Strength Category
6	PULHES
7	Last Name/Abbreviated Title
8	First Initial
9	Second Initial
10	Service Number
11	Rank Code
12	Primary MOS
13	First Additional MOS
14	Expiration of Active Service
15	Location/Rotation Tour Date
16	Date Arr/Dep US
17	Reporting Unit Code
18	GCT Score
19	Year of PEBD

TOTALS

Total
E9
E8
E7
E6
E5
E4
E3
E2-E1-GØ

1. Personnel Job Procedure Number 1103.

2. Report Title - ENLISTED ASSIGNMENT LISTING (Reports Symbol MC-1306-02).

3. GENERAL - This report is used by the Assignment and Classification Branch of HQMC to support the functions of career management of staff non-commissioned officers serving in major commands. The report will be prepared as of the last day of each month from the command reports file.

4. Coverage:

a. Commands on which separate reports are required are as follows:

DPI #2 CAMP LEJEUNE

MCB CamLej (less Combat Units & Indiv Combat Trainees
MC Combat Units (Non-FMF)
Indiv Combat Trainees
2ndMarDiv
FMFLant Troops (less H&S Bn)
H&S Bn FMFLant

DPI #3 CAMP PENDLETON

MCB CamPen (less Indiv Combat Trainees and Repl Trainees)
MC Cold Weather Trng Center
MCB 29 Palms (less Combat Units)
MC Combat Units (Non-FMF)
Replacement Drafts (upon departure only)
Indiv Combat Trainees

DPI #4 CHERRY POINT

MCAS Cherry Point
MCAF New River
Prov MarHqSq 1 Edenton
MCAAS Beaufort
MACS 7
MAG 14
MHTG 26
MAG 31 Reinf
MAG 32 (incl MATCU 63)
Hq&HqSq AirFMFLant
2ndMAW (less 2ndMAW units in another EAL
MAD Memphis Accts (06004-06005-06006-06007)
MAD Jacksonville Accts (06020-06022-06023)

DPI #5 EL TORO

MCAS El Toro
MCAF Santa Ana
MCAAS Mojave
1stMAW
Hq&HqSq AirFMFPac & VMT 2
VMO 6
AirFMFPac Augmentation Pers MCAAS Mojave (incl MATCU 65)
3rdMAW
Avn Repl Bns (upon departure only)

DPI #6 FMFPAC

Hq FMFPac (less O/S Security Forces and MC Comp NavAdvGrp Korea)
3rdMarDiv Reinf
1stMarBrigade (incl MAG 13)
MB Guam
MB Atsugi
MB Barber's Point
MB Sangley Point
MB Pearl
MB Sasebo
MB Yokosuka
MB NAD Oahu
MB Subic Bay

DPI #7 QUANTICO

MCS Quantico (less MC Test Unit)
MCAS Quantico
MCSC Albany
MB Yorktown
MB Clarksville
Other East Coast Posts & Stations
MCSA Philadelphia

DPI #8 SAN FRANCSICO

Department of Pacific Units
(incl 38310) (less 55014-55015-55016-55017-55018-55019)
MB Treasure Is (55016-55017)
MB Treasure Is (55014-55015-55018-55019)
MCSC Barstow

DPI #11 PARRIS ISLAND

MCRD

DPI #15 SAN DIEGO

MCRD

DPI #25 CAMP PENDLETON

1stMarDiv Reinf
Force Troops FMFPac

b. This report will include all staff non-commissioned officers, plus all sergeants in occupational fields 25, 26, 27, 30, 31, 32, 33, and 35 plus all enlisted personnel in occupational fields 34 and 36 on the rolls of the administrative command for which it is prepared, plus the same groups of personnel who are enroute between elements of the command on the last day of the month.

c. The "Other East Coast Posts and Stations" report prepared by DPI #7 will cover all personnel carried on the accounts of the reporting units on which the report is required.

d. At the option of the command on which the report is prepared, the coverage explained in paragraph 4.b above may be extended to include all personnel carried on the unit accounts of the command on which the report is prepared.

e. Both chargeable and not chargeable persons in the above categories will be included.

5. Listing Arrangement (Sequence):

a. The body section of the report will contain a listing of the accounting cards for each command by primary MOS; within primary MOS by rank (inverted); within rank by first column of name (alpha), single spaced.

b. For Other East Coast Posts and Stations and Department of Pacific Units the listing is by Reporting Unit; within Reporting Unit by primary MOS, within MOS by rank (inverted), within rank by first column of name (alpha), single spaced.

c. The report on each command will show the following totals: a total of the personnel, spreading rank totals for each occupational field (minor) and a total of the personnel, spreading rank totals for the command (final).

d. Each occupational field group within each command is to begin on a new page (eject after OF totals).

e. Print four (4) zeroes for Date Dep/Arr U.S. when zeroes appear in card, leave field blank when card columns are blank.

6. Number of Copies Required by HQMC:

a. The EAL will be forwarded as an original and four (4) copies on ground commands and an original and five (5) copies on aviation commands.

b. EALs for Other East Coast Posts and Stations and Department of Pacific units will be bound as one report respectively, with a title sheet for each reporting unit, and a cover sheet for the entire report. Cover sheet will be authenticated.

7. Control Date:

a. The report is due at HQMC by the first day of the second month for which it is prepared, e.g., 31 January report is due 1 March.

b. The reports for all west coast commands are due at Headquarters U.S. Marine Corps by the 20th of the month following the month for which prepared.

8. Card Submission:

a. None

Report or Process Title

Enlisted Assignment Listing
(MC-1306-02)

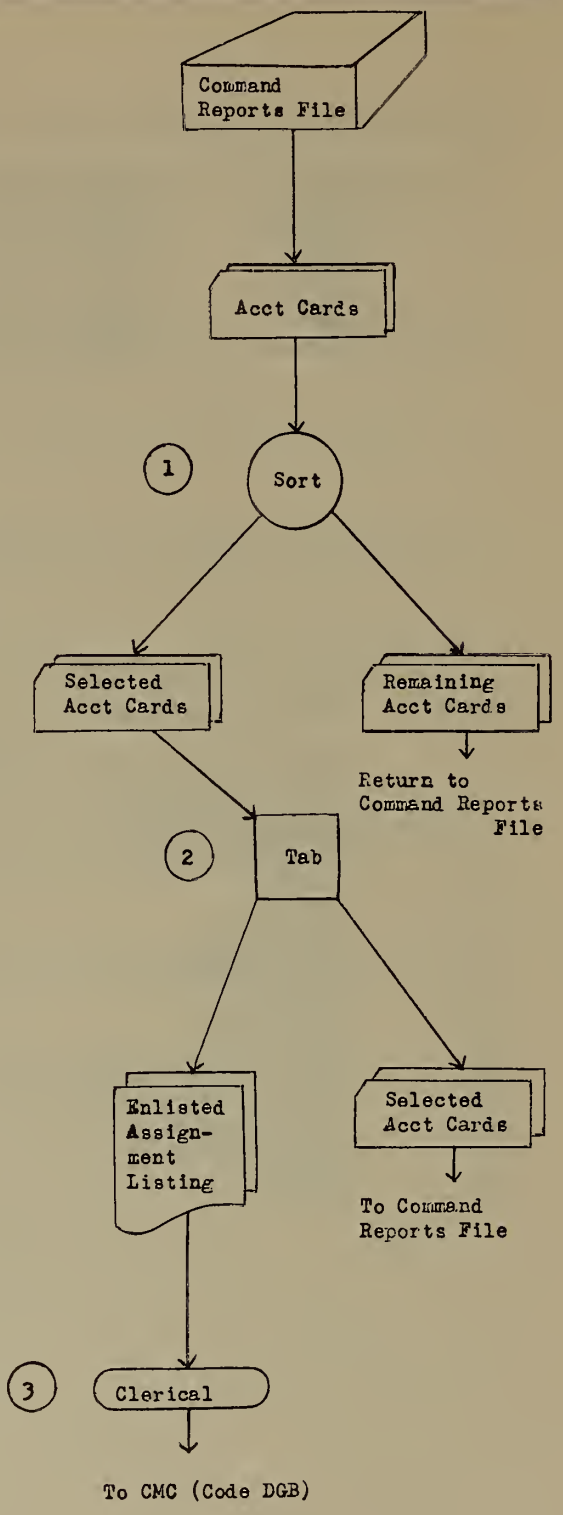
Job Procedure No. 1103

STEP AND OPERATION DESCRIPTION

1. Cards from Command Reports File. Sort, select all (including chargeable and not chargeable) staff non-commissioned officers; all sergeants in occupational fields 25, 26, 27, 30, 31, 32, 33, 34, 35, and 36; and all enlisted personnel in occupational fields 34 and 36 (including the same categories of personnel who are enroute within the command on the last day of the month). The above sort not required for ECP&S and for those commands which have elected to have all cards listed.
Non selected cards to reports file.
Selected cards are sorted 1 column name alpha; 2nd digit rank code (remove in reverse order) and primary MOS.
NOTE: EALs for DofP and for ECP&S will be further sorted on reporting unit code. Each RU (or group of RUs comprising a command) will be treated as a command for ECP&S and DofP.

2. Cards from step 1. Prepare a standard name listing, by command, with rank spread by OF and final rank spread totals at the end of the report. Control minor on OF. See sample listing. Listings to step 3. Accounting cards to reports file.

3. Listings from step 2. Assemble and forward to CMC (Code DGB).



ENLISTED ASSIGNMENT LISTING

1	2	3	4	5	6	7		89	10	11	12	13	14	15	16	17	18	19
1			6		A	CLARK		JT	385382	E5	0100		362	557	156	34003	104	42
1					A	COX		RT	269821	E6	0111	8111	762	657	656	34003	114	40
1			5	4	A	CREASMAN		C	1156335	E5	0121	0141	163	957	757	34014	125	45
1			1		A	MILES		WR	1344445	E5	0121		960	855	755	34101	113	52
1						GERDING		BW	753419	E7	0141		963	1256	0000	34009	125	48
1			1	4	A	HARANKA		J	297357	E7	0141	0369	359	1155	854	34014	157	41
1		5	3	4	R	COX		FA	1078337	E6	0161		763	256	156	34003	113	48
1			5		A	JACOBUS		R	298242	E7	0171	0141	463	757	657	34014	140	40
									8			3	2	3				

COLUMN	ITEM OF INFORMATION	TOTALS
1	Component/Class/Reserve Status	
2	Contract Limitation	
3	Special Designation	
4	Dependents Code	
5	Strength Category	
6	PULHES	
7	Last Name	
8	First Initial	
9	Second Initial	
10	Service Number	Total
11	Rank Code	E9
12	Primary MOS	E8
13	First Additional MOS	E7
14	Expiration of Active Service	E6
15	Location/Rotation Tour Date	E5
16	Date Arr/Dep US	E4
17	Reporting Unit Code	E3
18	GCT Score	E2-E1-Gϕ
19	Year of PEBD	

1. Personnel Job Procedure Number 1104.

2. Report Title - ENLISTED WOMEN ASSIGNMENT LISTING (Reports Symbol MC-1306-05)

3. GENERAL - This report is used by the assignment agencies of HQMC to support the function of distribution of women personnel. It will be prepared as of the last day of each month.

4. Coverage:

a. This report will cover all enlisted women, chargeable and not chargeable, and is required from all DPIs which carry Women Marines in their accounts.

b. An installation having no enlisted women will not submit a negative report.

5. Listing Arrangement (Sequence):

a. The listing sequence of the accounting cards for the report is by reporting unit, within reporting unit by primary MOS, within MOS by rank (inverted) and within rank by name first column alpha, single spaced.

b. Within the body of the report, a total of the personnel, spreading rank totals for each occupational field (Minor) and a total of the personnel, spreading rank totals for each reporting unit (Major), with page ejection on reporting unit.

6. Number of Report Copies Required by HQMC:

a. The report will be forwarded as an original and four (4) copies except for DPIs Cherry Point and El Toro, which DPIs will forward an original and five (5) copies.

7. Control Date:

a. The report is due at HQMC on the 15th day of the month following the month for which it is prepared.

8. Card Submission:

a. None.

Report or Process Title

Enlisted Women Assignment Listing
(MC-1306-05)

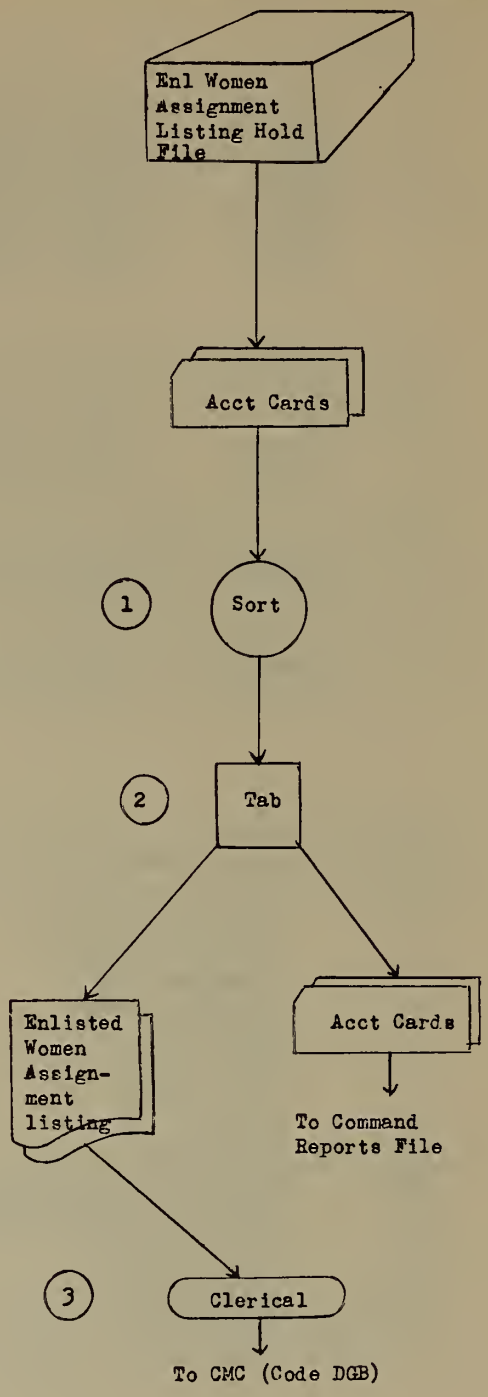
Job Procedure No. 1104

STEP AND OPERATION DESCRIPTION

1. Cards from Enlisted Women Assignment Listing Hold File. Alpha sort 1st column name; numeric sort 2nd digit rank code, remove in reverse order; sort PMOS; and RU. Cards to step 2.

2. Cards from step 1. Prepare a standard name listing as per sample attached. Cards to Command Reports File. Listing to step 3.

3. Listing from step 2. Assemble and forward to CMC (Code DGB)



ENLISTED WOMEN ASSIGNMENT LISTING

1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18
1						BRITT	LR	706530	E2	0100			760	957	0000	20004	103	57
C						TRACY	MA	709600	E1	0100			460	758	0000	20004	123	58
1						WEST	RM	705576	E4	0131			559	656	0000	20004	100	55
1						ASBURY	P	707423	E3	0131			759	1056	0000	20004	101	56
1						OMAR	SL	707319	E2	0131	0141		860	1157	0000	20004	119	57
1						MILHOLEN	D	768890	E7	0141			863	156	1155	20004	102	44
1						MCCALL	B	772575	E6	0141			659	1055	0000	20004	119	45
1						VILLA	LF	708845	E2	0141			760	1057	0000	20004	81	57
								8				1	1		1	1	4	
1						DUNBAR	C	708735	E3	2543			660	957	0000	20004	108	57
								1								1		
1						OLB	C	709246	E1	3000			1060	158	0000	20004	95	57
1	S					PARADIS	T	710211	E1	3000			361	658	0000	20004	101	58
1						WASHBURN	D	709330	E2	3041			960	1257	0000	20004	96	57
								3									3	
1						ELBY	MH	780968	E3	3421			160	1257	0000	20004	124	56
1						THORNTON	N	708236	E3	3421			660	957	0000	20004	113	57
								2								2		
1						KNIFFEN	M	708641	E3	4111			1159	257	0000	20004	122	56
1						LANHAM	D	705852	E2	4131			961	1157	957	20004	92	54
								2								1	1	
								16				1	1		1	5	8	

COLUMN	ITEM OF INFORMATION	TOTALS
1	Component/Class/Reserve Status	
2	Contract Limitation	
3	Special Designation	
4	Dependents Code	
5	Strength Category	
6	Last Name	
7	First Initial	
8	Second Initial	
9	Service Number	Total OF/Command
10	Rank Code	E9
11	Primary MOS	E8
12	First Additional MOS	E7
13	Expiration of Active Service	E6
14	Location/Rotation Tour Date	E5
15	Date Arr/Dep US	E4
16	Reporting Unit Code	E3
17	GCT Score	E2-E1-GØ
18	Year of PEBD	

1. Personnel Job Procedure Number 1105.

2. Report Title - WEEKLY GAIN AND LOSS REPORT (Reports Symbol MC-1306-10).

3. GENERAL - The purpose of this procedure is to provide a standard processing method within DPIs to effect the weekly reporting by message of enlisted personnel gains to and losses from Marine Corps strength and the accumulation of accounting cards for the monthly reporting of Separation, Reenlistments and Extensions, prepared under Job Procedure 1106, for active duty Marine Corps personnel.

4. Coverage:

a. The message report will cover accessions and losses of enlisted personnel. It will be prepared in three parts. The first part will consist of regular Marines (components 1 or 4); the second part will consist of reservists (components A, C or J); and the third part will consist of inductees (component 3).

b. The content of the message report will consist of totals by components (i.e., regulars, reserves and inductees) for each of the lettered items shown , each letter item to show the total number of specified gains and losses with date of change of all preceding months and the current month. If the Weekly Gain and Loss File is cut off during the month of April and 65 cards consisting of components 1 and 4 are selected for lettered Group "A" and the number of cards for the month were January 10, February 10, March 15 and April 30, the totals would then be recorded: "REG X ALFA MAR THREE FIVE APR THREE ZERO". (Note that March would be the month preceding the current month and the totals for January and February would be included in the March total.)

5. Listing Arrangement (Sequence):

a. The message will list the lettered groups of all regulars, then reserves and last inductees. If there are no totals for a lettered group for a particular component, grouping will not be listed. The arrangement of the lettered groups and totals are as shown in the sample message report.

6. Number of Report Copies Required by HQMC:

a. Message report. If there are no totals for any lettered group, a negative report will be transmitted.

7. Control Date:

a. The Weekly Gain and Loss Hold File will be cut off Friday of each week. The totals required under coverage as shown, will be reported by message transmitted by 1200 each Saturday to CMC (Code DGB).

> NOTE: The month in which the Friday cut-off occurs will be considered as the current month; i.e., if the Weekly Gain and Loss Hold File is cut off on Friday, 3 January and the file contains cards dated 31 December then January would be the current month and December a preceding month, or if the file were cut off on Friday, 31 December, then December would be the current month.

8. Card Submission:

a. From the Weekly Gain and Loss Hold File cut off Friday of each week, interpreted cards of personnel having a component of H, K or Q, with the type of changes and/or separation codes listed in the Table of Weekly Gain and Loss Report Codes will be forwarded to CMC (Code DGB) to arrive not later than one week following the cut off.

JOB PROCEDURE FLOW CHART

Report or Process Title

Weekly Gain and Loss Report
(MC-1306-10)

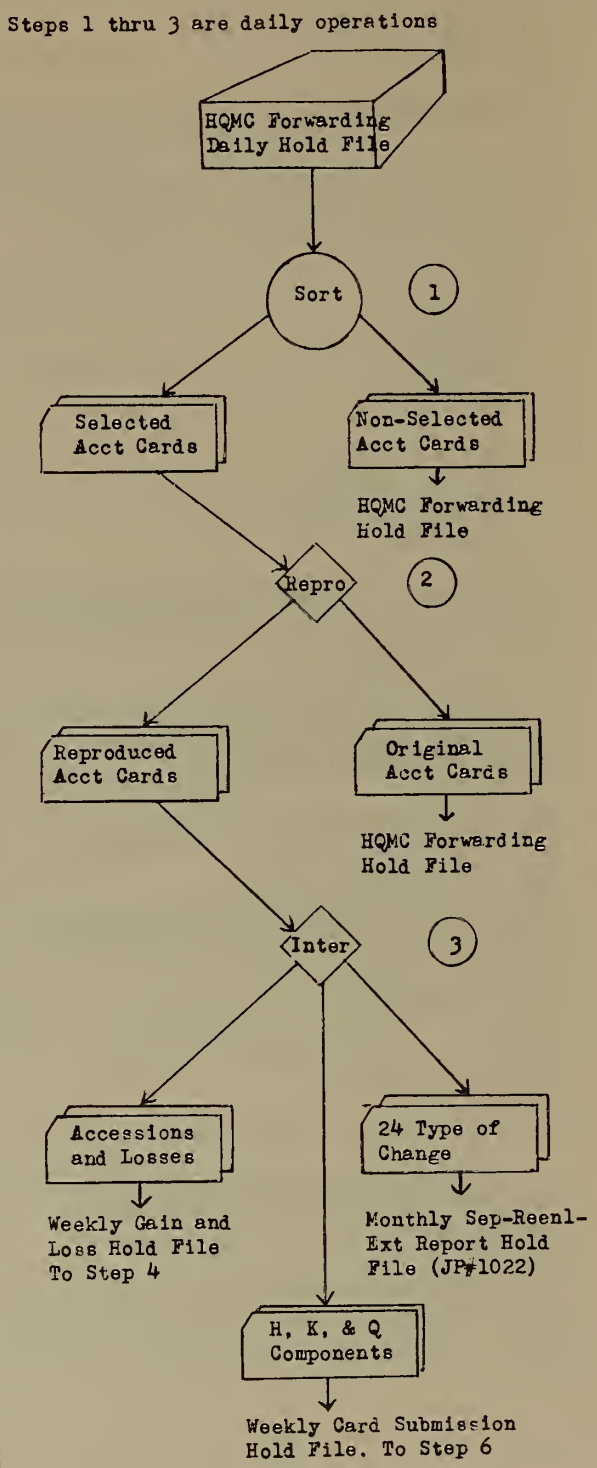
Job Procedure No. 1105

STEP AND OPERATION DESCRIPTION

1. On Friday of each week the accounting cards in the HQMC Forwarding Daily Hold File are sorted to select the accounting cards of enlisted personnel with specific types of change (all R series, the H and E series indicated in the Table of Weekly Gain and Loss Report Codes which are placed in 3 specific groups, and all 24 types of change). Also selected are components H K and Q with R or the H and E series indicated in the Table of Weekly Gain and Loss Report Codes. Selected cards to step 2, remaining cards to HQMC Forwarding Hold File. (This step may be done on the 101 where available and charged to step 1).

2. Selected cards from step 1. Reproduce 80x80. Original accounting cards to HQMC Forwarding Hold File. Reproduced accounting cards to step 3.

3. Reproduced cards from step 2. Interpret upper line only. Accumulate the R series separately from the H and E series in the Weekly Gain and Loss Hold File and accumulate the 24 type of change in the Separation-Reenlistment-Extension Report Hold File (Job Procedure Number 1106) and place "H", "K" and "Q" components in the Weekly Card Submission Hold File.



Report or Process Title

Weekly Gain and Loss Report
(MC-1306-10)

Job Procedure No. 1105

STEP AND OPERATION DESCRIPTION

4. Weekly accumulation of selected accounting cards from step 3 in 6 groups:

R SERIES
Reg Comp 1 and 4
Res Comp A, C and J
Induc Comp 3

E AND H SERIES
Reg Comp 1 and 4
Res Comp A, C and J
Induc Comp 3

These cards are sorted, each group separately, on month of change, separation code, and type of change.

5. Manually arrange the 3 groups of the R series into the lettered items A thru K as shown in the table of codes.

Manually arrange the 3 groups of the E and H series into the lettered items P thru R as shown in the table of codes.

Place the E and H series accounting cards behind the R series accounting cards of each component group.

Prepare dispatch

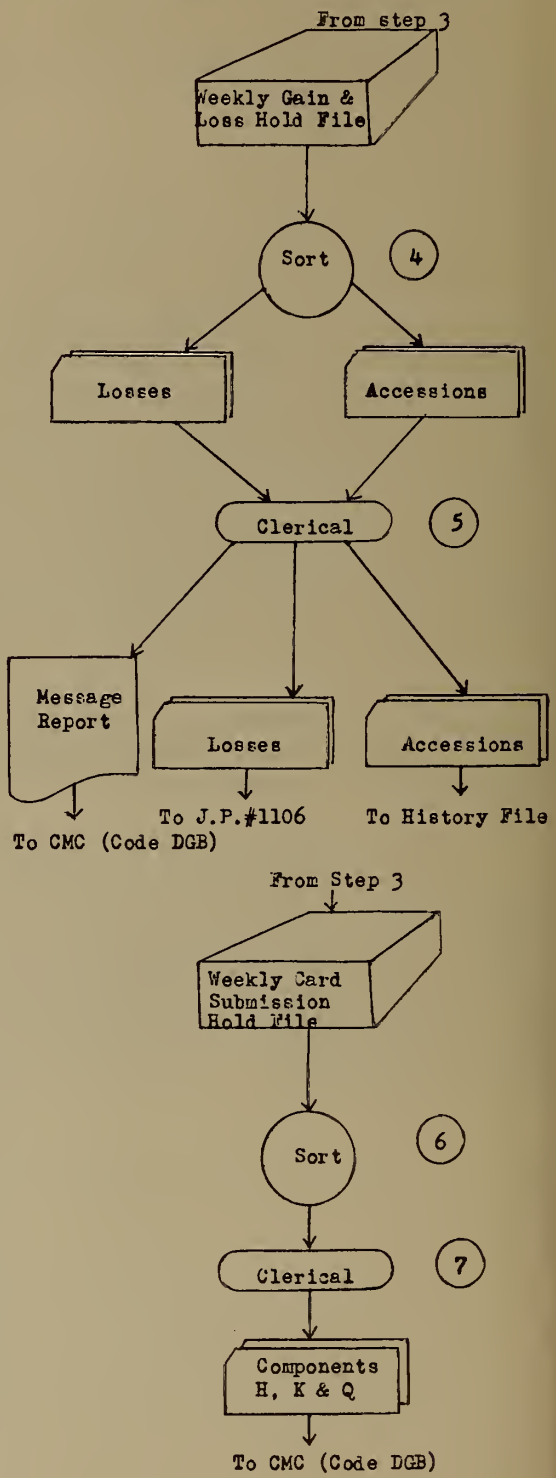
Separation cards to Separation-Reenlistment-Extension Hold File.

Accession cards to History File.

6. The H, K and Q component accounting cards from the Weekly Card submission hold file are counted. Cards to step 7.

7. H, K and Q component accounting cards are sent to CMC (Code DGB) with appropriate label.

Steps 4 thru 7 are Friday operations



WEEKLY GAIN AND LOSS REPORT CODES

LETTER ITEM	
	LOSSES
A	Total Expiration of Enlistment, recommended for reenlistment who will not reenter (R1 w/separation codes 00E, 10E, 00G and 10G)
AA	Total Early Separations, recommended for reenlistment (R1 w/separation codes 00H and 10H)
B	Total Expiration of Enlistment not recommended for reenlistment (R1 w/separation codes 005, 105, 007 and 107).
BB	Total Early Separations, not recommended for reenlistment (R1 w/separation codes 008 and 108)
C	Total all other R1 separations
D	Total Expirations of Enlistment or induction will reenter USMC (R2 w/separation codes 00A and 10A)
E	Total Expirations of Enlistment or induction will reenter the USMCR (Active) (R2 w/separation codes 00C, 10C, 01A and 11A)
F	Total Early Discharges to Reenlist (R2 w/separation codes 01C and 11C) or total integrations (R2 w/separation codes 01B and 11B)
G	Total Releases from Active Duty (Completion of Active Duty Tour) recommended for reenlistment (R3 w/separation codes 70A and 70C)
GG	Total Early Releases from Active Duty, recommended for reenlistment (R3 w/separation code 70H)
H	Total Releases from Active Duty (Completion of Active Duty Tour) not recommended for reenlistment (R3 w/separation codes 701 & 703)
HH	Total Early Releases from Active Duty, not recommended for reenlistment (R3 w/separation code 708)
I	Total all other R3 releases
J	Total Desertions (R4 w/separation code 941)
K	Total Discharged to accept appointment (R5 w/separation codes 03E, 03F, 035 and 036)
	ACCESSIONS
P	Total Joined to Extended Active Duty (H6, E6, EF and EO type changes) (Res Comps A, C and J only)
Q	Total Joined from Desertion (H7 type change)
R	Total Joined from Officer Status (H9, E9, EI and ER type changes)

SAMPLE WEEKLY GAIN AND LOSS MESSAGE REPORT

FR CG

TO CMC DGB

MC 1306 10 X REG X ALFA Feb Two Two Mar Three Seven ALFA ALFA Feb One Mar One BRAVO Mar Three Six BRAVO BRAVO Mar Five CHARLIE Feb Three Mar Two Five DELTA Feb One Five Mar Three Two ECHO Feb One Five Mar Six Zero FOXTROT Feb Two Mar Two Six HOTEL Mar Four INDIA Feb Two Mar One Six JULIETT Feb One Two Mar Three Five KILO Feb One Eight Mar Three Seven QUEBEC Feb Three Mar Two Seven ROMEO Feb Four Mar Two X RES X ALFA Feb Five Mar One Zero BRAVO Mar One CHARLIE Feb Three DELTA Feb Two Mar One Zero ECHO Feb Five Mar One Five FOXTROT Feb One Zero Mar Three Zero GOLF Feb Two Mar Six HOTEL Feb One Five Mar Four Zero INDIA Feb Two Mar Five JULIETT Feb Five KILO Feb One Zero Mar Three Zero PAPA Mar Five QUEBEC Mar Five ROMEO Feb Two Zero Mar Four Five X INDUC X CHARLIE Mar One Zero DELTA Feb One Zero Mar One Five ECHO Mar One Zero FOXTROT Feb One Mar Five GOLF Feb Two Mar One Five HOTEL Feb One Zero Mar Two Zero INDIA Mar One Five JULIETT Mar Five KILO Feb Two Mar One Zero QUEBEC Mar Five ROMEO Mar Five X

1. Personnel Job Procedure Number 1106.

2. Report Title - SEPARATION, REENLISTMENT AND EXTENSION REPORT (Reports Symbol MC-1306-07)

3. GENERAL - One Separation, Reenlistment and Extension Report is prepared by each Data Processing Installation to cover all command groups, by reporting unit, under its accounting jurisdiction.

4. Coverage:

a. All enlisted personnel who were separated or extended their enlistment during the previous calendar month (this will include as of reporting) will be included in this report.

b. Accounting cards used in this procedure originate from Job Procedure 1105 (Weekly Gain and Loss Report).

5. Listing Arrangement (Sequence):

a. This report consists of a listing of reporting unit summary cards by Personnel Allocation Code (such codes are defined in the Organization Strength Summary Report - JP 1211), within Personnel Allocation Code by reporting unit, single spaced, with page ejection on PAC, spreading the information and totals of data shown in the samply listing.

b. A file of reporting unit header cards and Personnel Allocation Code header cards will be maintained in the DPI. Reporting unit header cards are reproduced into the reporting unit summary cards prior to listing. Personnel Allocation Code header cards are listed immediately preceding the reporting unit summary cards of each PAC grouping.

6. Number of Report Copies Required by HQMC:

a. The original and one (1) copy to CMC (Code DGB)

7. Control Date:

a. The SRE Hold File will not be cut off until the 15th of the current month. The report will be prepared to include the last day of the previous calendar month, and is due at HQMC on the 20th day of the month following the month for which it is prepared, e.g., 31 December report is due 20 January.

8. Card Submission:

a. None.

Report or Process Title

Separation-Reenlistment- Extension Report (MC-1306-07)

Job Procedure No. 1106

STEP AND OPERATION DESCRIPTION

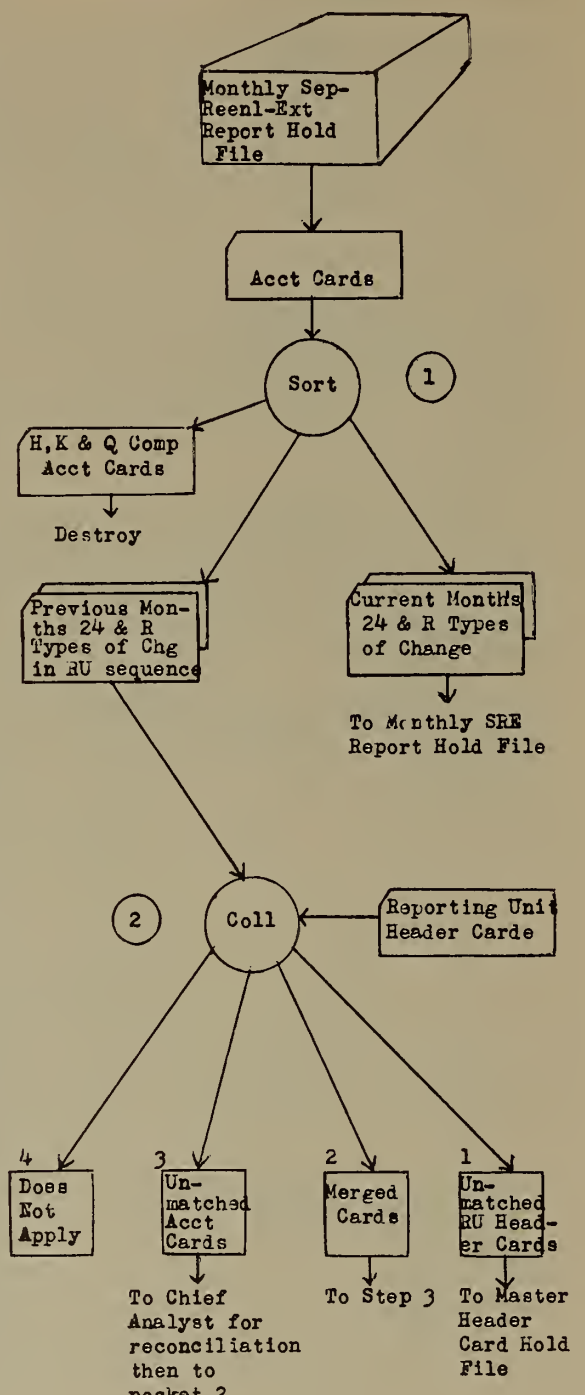
The following groups of cards are used in the preparation of this report:

(1) Accounting cards from JP 1105 (Weekly Gain and Loss Report).
(2) Reporting Unit Header Cards, containing abbreviated reporting unit title, Personnel Allocation Code and reporting unit code.
(3) Personnel Allocation Code Header cards, containing Personnel Allocation Code, Abbreviated Personnel Allocation Code Title and Numeric X in column 29.

Accounting cards are removed from the Monthly Separation-Reenlistment-Extension Report Hold File. Cards will be checked to insure that ONLY Marine enlisted, regulars and reserves, are in this file. Officer personnel and personnel of other services should not be made a part of this report.

1. Accounting cards are sorted on Comp/Class-Res Status Code and H, K and Q cards are selected out and destroyed. Non-selected accounting cards are sorted on month of change. Cards for current month are returned to Monthly SRE Report Hold File. Cards for previous months are sorted into reporting unit sequence.
NOTE: 31DEC report would be prepared on or about 15 JAN. Cards with month of change of JAN would be returned to Hold File. Cards with month of change of DEC or earlier would be included in the report.
Accounting cards in reporting unit sequence to step 2.

2. Accounting cards from step 1 and RU header cards from Master Header Card Hold File are match-merged on reporting unit. Unmatched accounting cards are immediately reconciled by the Chief Analyst and inserted in pocket 2 behind appropriate RU header card and in proper reporting unit sequence. Unmatched RU header cards to Master Header Card Hold File. Match-merged RU header cards and accounting cards to step 3.
SEE NOTE AFTER STEP 9.



Report or Process Title

Separation-Reenlistment-Extension Report
(MC-1306-07)

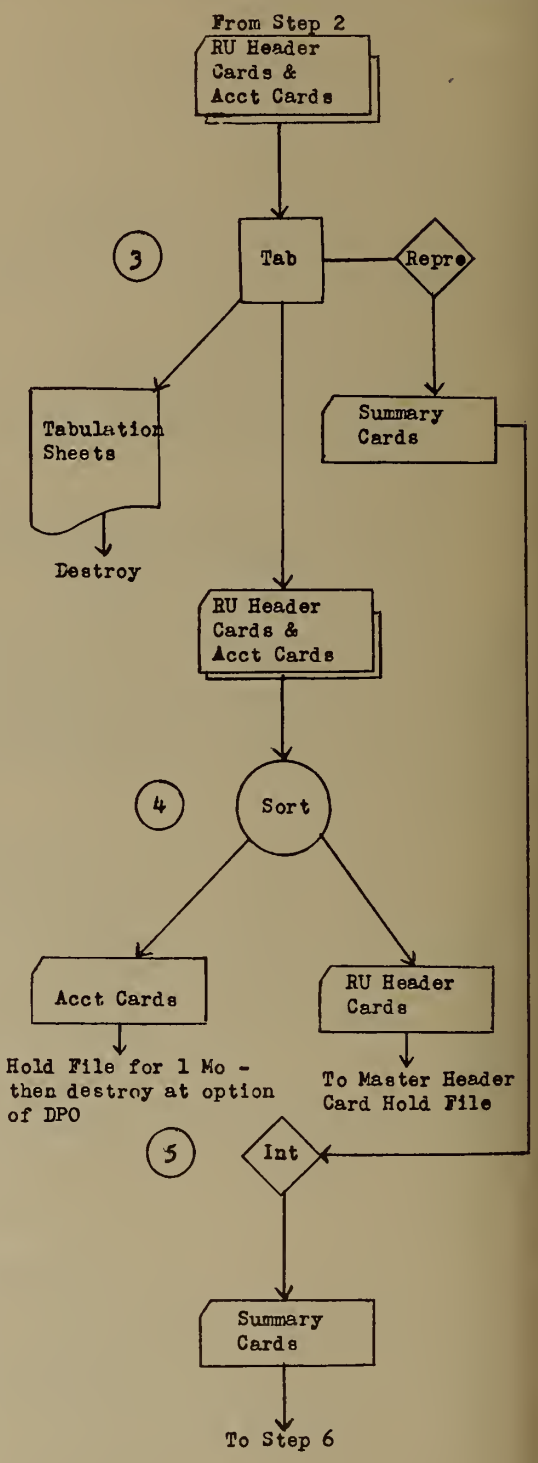
Job Procedure No. 1106

STEP AND OPERATION DESCRIPTION

3. Merged accounting cards and reporting unit header cards from step 2 are summarized by reporting unit. Tabulation sheet is compared against summary cards. After verification, tabulation sheets may be destroyed. Accounting cards and reporting unit header cards to step 4. Summary cards to step 5.

4. Merged accounting cards and reporting unit header cards from step 3 are separated. Reporting Unit header cards to Master Header Card Hold File. Accounting cards to Hold File for 1 month - then destroy at option of the DPO.

5. Summary cards from step 3 are interpreted upper line only (See interpreter instructions). Interpreted summary cards to step 6.



Report or Process Title

Separation-Reenlistment-Extension Report (MC-1306-07)

Job Procedure No. 1106

STEP AND OPERATION DESCRIPTION

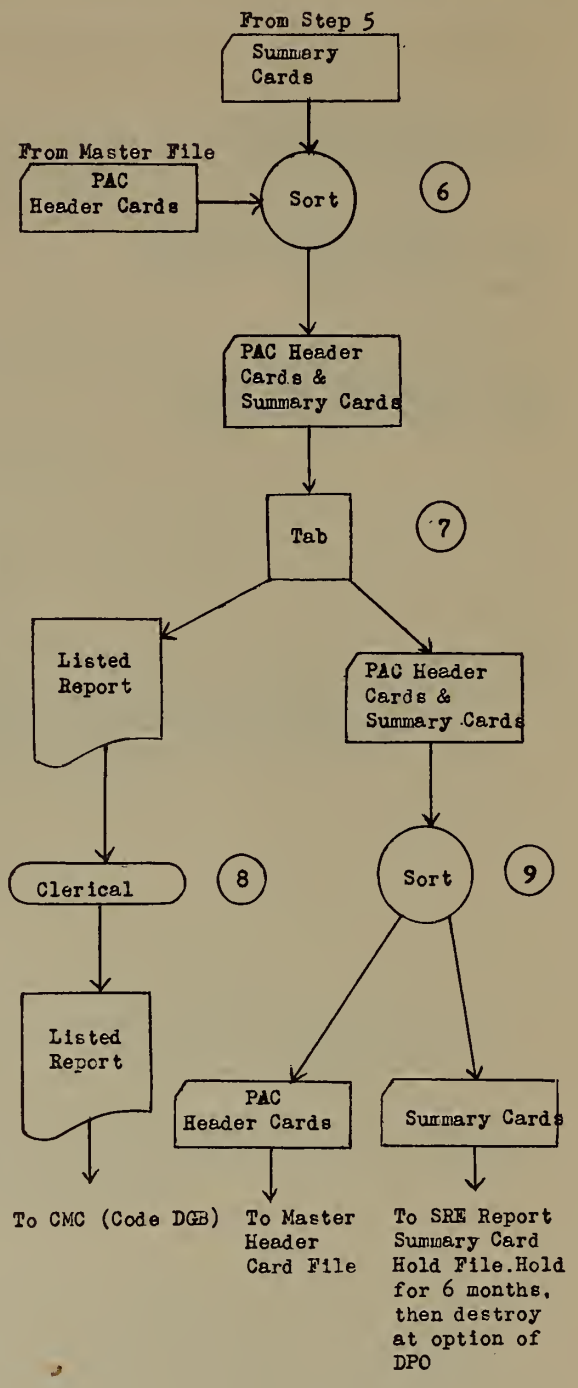
6. Summary cards from step 5. Personnel Allocation Code header cards from Master Header Card Hold File. Summary cards from step 5 are sorted into reporting unit sequence (this sort may be omitted if all cards have been retained in sequence). Place PAC header cards in front of the summary cards and sort on PAC. All cards to step 7.

7. Cards from step 6 are listed with totals by Personnal Allocation Code in format as shown in the sample listing. Listings to step 8. Cards to step 9.

8. Listings from step 7 are carbon stripped paper burst and assembled. Completed report to CMC (Code DGB) as an original and one copy to arrive on or before the 20th of the month following the month for which prepared.

9. Cards from step 7 are sorted on column 29 (zone only). All header cards (X in column 29) to Master Header Card File. Summary cards to SRE Report Summary Card hold file for six months, then destroy at the option of the DPO.

NOTE: DPIs which do not have the alphabetic summary punching capability required in step 2 will reproduce reporting unit header card data into the summary cards after the summary operation.



SEPARATION, REENLISTMENT AND EXTENSION REPORT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
103	MD HQ CINC LANTFLT													
53340	MD HQ CINC LANTFLT	1	1	1										
		1	1	1										
201	SHIPS AND FLAG ALLOWANCES													
50031	MD USS FRANKLIN D ROOSEVE	5	1	1	1	3	3	3	3		1	1	1	
50040	MD USS ESSEX	1												
		6	1	1	1	3	3	3	3		1	1	1	
404	RECRUITING AREA ACCOUNTS													
80010	RCTG 6TH MCRRD ATLANTA	5	1	1	1	3	3	3	3					
		5	1	1	1	3	3	3	3					

NOTE: In the above sample format, columns have been numbered as follows:

1 Personnel Allocation Code/Reporting Unit Code
2 Abbreviated Personnel Allocation Code Title/Abbreviated Reporting Unit Title
3-15 Items of information A through M respectively, listed from left to right (See Chap 5)

1. Personnel Job Procedure Number 1107.

2. Report Title - RECRUIT DEPOT PERMANENT PERSONNEL REPORT (Reports Symbol MC-1306-11).

3. GENERAL - The Recruit Depot Permanent Personnel Report is prepared monthly to assist the Assignment and Classification Branch of Headquarters U. S. Marine Corps in the function of assignment and distribution of enlisted persons to duties at the Marine Corps Recruit Depots in the billets described below. This report is also designed to be of aid to the Classification Officer of the Recruit Depot.

4. Coverage:

a. A Recruit Depot Permanent Personnel Master File will be maintained at the DPI for persons filling the following types of billets:

DI TYPE DUTY CODE	
	MALE RECRUIT BATTALIONS
1	Drill Instructors
2	Chief Drill Instructors & Ass't to the Sgt Maj
3	Special Subjects Instructors
4	Instructors (Special Inst Co)
	WOMAN RECRUIT BATTALION
1	Drill Instructors
2	Chief Drill Instructors & Ass't. to Sgt Maj
3	Special Subjects Instructors
	SCHOOLS COMPANY (Instructors Only)
5	Recruiters School
6	Field Music School
7	Drill Instructor Male with WM Bn
8	Admin Chief Crse
9	Sgt Maj Crse
X	DI School & Recruit Special Instructors Section

b. Content of the accounting cards of the Recruit Depot Permanent Personnel Master File will include: Name, Service Number, Rank Code, Primary MOS, Component/Class EAS, Tour Date, DI Type Duty Code, DI Type Tour Date, and Reporting Unit Code.

c. DI Type Tour Date will be assigned only to those persons assigned duties on the field with recruits. Insofar as is practical, duties of this nature are normally limited to a two-year period, hence the necessity for recording of this tour date.

5. Listing Arrangement (Sequence):

a. This report consists of five (5) parts, each part to contain the information as follows:

(1) An alphabetic name listing by battalion of all persons involved by DI Type Duty Codes (Type Duty Codes to be in the same sequence as shown in paragraph 4. a above). This is an audit listing for the battalion. After audit this listing is returned to the DPI for adjustment of the Master File. Copies of this listing are not forwarded to HQMC.

(2) An alphabetic name listing by DI Type Duty Codes (Type Duty Codes to be in the same sequence as shown in paragraph 4. a above) of the male recruit training battalions, DI Type Duty Codes 1, 2, 3 and 4.

(3) A Recapitulation by OF of part 2 above, with a rank spread of Occupational Fields and a total rank spread to include the entire recapitulation section.

(4) An alphabetic name listing by Type Duty Codes of Schools Company instructors, DI Type Duty Codes 5, 6, 7, 8, 9, and X.

(5) An alphabetic name listing by Type Duty Codes of Woman Recruit Battalions, DI Type Duty Codes 1, 2 and 3.

b. The following information will be shown on each individual listed: Name, Service Number, Rank Code, MOS, Component/Class, EAS, Tour Date, DI Type Tour Date and Reporting Unit Code. (NOTE: DI Type Duty Code is not listed.)

6. Number of Report Copies Required by HQMC:

a. An original and one (1) copy of each report, with the exception of part (1), will be forwarded to CMC (Code DGB).

7. Control Date:

a. The report will be prepared as of the last day of each calendar month and is due at HQMC on or before the 25th of the following month, e.g., 31 December report is due 25 January.

8. Card Submission:

a. None

Report Or Process Title

Recruit Depot Permanent Personnel Report (MC-1306-11)

Job Procedure No. 1107

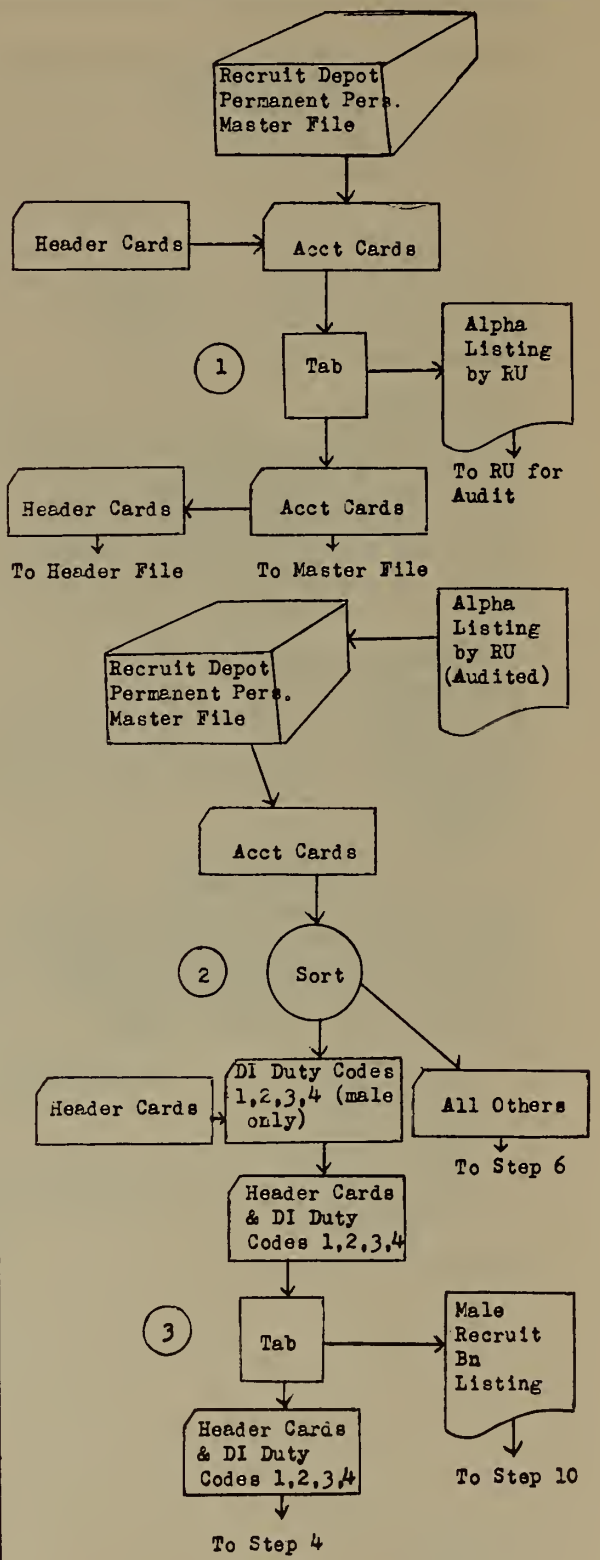
STEP AND OPERATION DESCRIPTION

A Recruit Depot Permanent Personnel Master File will be maintained in the Data Processing Installation in reporting unit sequence, within reporting unit by DI Type Duty Code, within DI Type Duty Code, 13 columns alpha name.

1. Accounting cards in the sequence indicated above are listed, double spaced, with appropriate Type Duty header card before each category. Final total of reporting unit strength will be included. This is the ALPHABETIC LISTING BY REPORTING UNIT (See sample listing. Listings to reporting unit for audit. Header cards to header card file. Accounting cards to Master File.

2. Corrected listings from reporting units are screened. Necessary changes to the Master File are accomplished. DI Type Duty Codes 1, 2, 3 and 4 (male only) are selected from the Master File, sorted 13 columns alpha name and then sorted on DI Type Duty Code. Header cards are manually inserted. Sorted cards to step 3. Remainder of Master File to step 6.

3. Cards from step 2. Prepare double spaced listing with final total on strength. This is MALE RECRUIT BATTALION LISTING (See sample listing. Listings to step 10. Cards to step 4.



Report or Process Title

Recruit Depot Permanent Personnel Report (MC-1306-11)

Job Procedure No. 1107

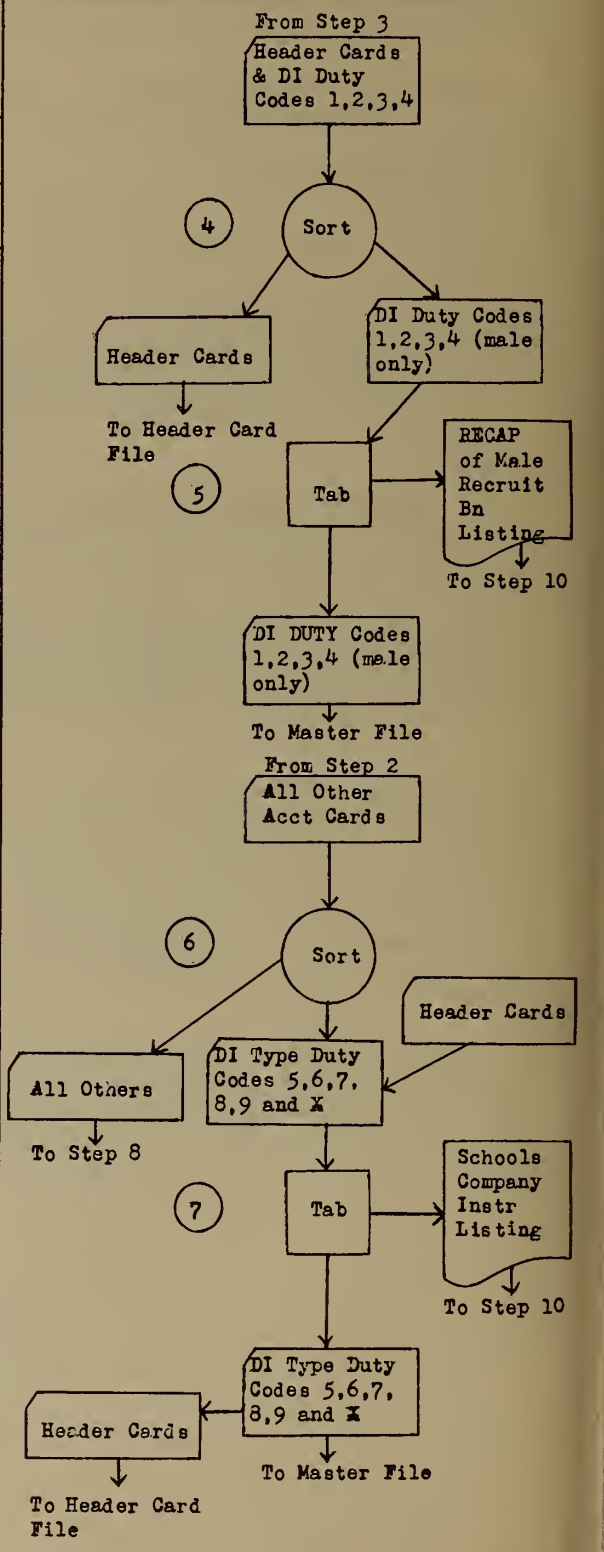
STEP AND OPERATION DESCRIPTION

4. Cards from step 3. Select header cards. Header cards to header card file. Sort accounting cards on first two digits of Primary MOS. Cards to step 5.

5. Tabulate accounting cards from step 4, controlling minor on OF, spreading rank totals for each OF. Take a final total of the recapitulation section, spreading rank. This is RECAPITULATION SECTION OF MALE RECRUIT BATTALION LISTING (See sample listing). Recapitulation sheets to step 10. Accounting cards to Master File.

6. Accounting cards from step 2. Sort select DI Type Duty Codes 5, 6, 7, 8, 9 and X; sort selected cards 13 columns alpha name and then on DI Type Duty Code. Sorted cards to step 7, with header cards manually inserted. Remainder of accounting cards to step 8.

7. Cards from step 6. Prepare double spaced listing with final total on strength. This is SCHOOLS COMPANY INSTRUCTORS LISTING (See sample listing) Listing to step 10. Header cards to header card file. Accounting cards to Master File.



Report or Process Title

Recruit Depot Permanent Personnel Report
(MC-1306-11)

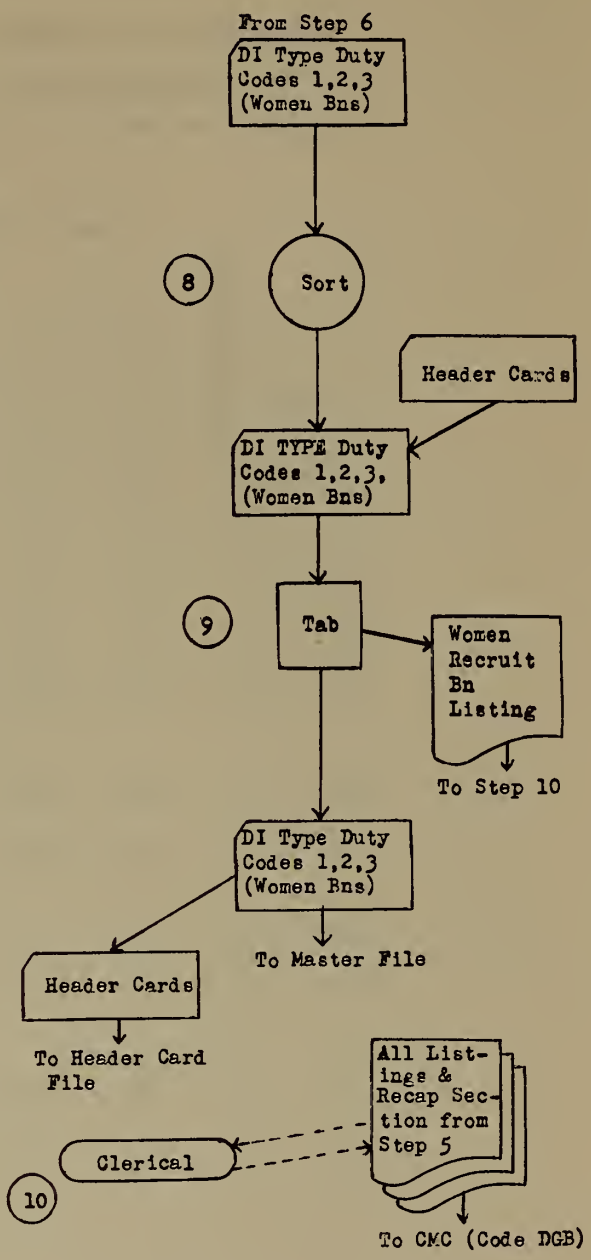
Job Procedure No. 1107

STEP AND OPERATION DESCRIPTION

8. Cards from step 6. Sort cards on 13 columns alpha name and then on DI Type Duty Code. Header cards are manually inserted. Cards to step 9.

9. Cards from step 8. Prepare double spaced listing with final total on strength. This is WOMAN RECRUIT BATTALION LISTING (See sample listing) Listing to step 10. Header cards to header card file. Accounting cards to Master File.

10. Strip and assemble reports, prepare title sheets, reporting unit sheets. Authenticate original copy only.



RECRUIT DEPOT PERMANENT PERSONNEL REPORT

RECAPITULATION OF ALPHABETIC LISTING

OF MALE RECRUIT BATTALIONS

DI TYPE DUTY CODES 1 2 3 4

	TOTAL	E9	E8	E7	E6	E5	E4	E3	E2	E1
02	1					1				
03	6				2	1	3			
07	1					1				
08	1						1			
18	2			1	1					
25	2				1		1			
30	1					1				
	14			1	4	4	5			

ALPHABETIC LISTING OF MALE RECRUIT BATTALIONS

DI TYPE DUTY CODES 1 2 3 4

1 - COMPONENT/CLASS/RESERVE STATUS

2 - EXPIRATION ACTIVE SERVICE

3 - TOUR DATE

4 - DI TYPE TOUR DATE

5 - REPORTING UNIT CODE

DRILL INSTRUCTORS					1	2	3	4	5
AAKER	DL	1198407	E5	0369	1	10 60	1 58	2 58	34111
ACUNA	F	1362882	E4	0369	1	1 62	9 57	10 57	34111
BAKER	OM	1045726	E6	2529	1	12 63	9 57	10 57	34121
BULLOCK	JG	594940	E5	3041	1	8 60	3 58	5 58	34121
CONRADT	E	1383385	E4	0369	1	12 61	9 57	10 57	34111
HOLCOMB	W	1158217	E5	0761	1	11 60	2 57	3 57	34111
KLUNK	HP	1269414	E4	0811	1	3 62	7 58	8 58	34101
RAMOS	L	1095880	E6	1811	1	6 61	11 56	12 56	34101
CDI ASST SGTMAJ									
ALLEN	CJ	272011	E7	1811	1	8 59	8 57	8 57	34101
SMITH	JH	352354	E6	0369	1	1 63	2 57	3 57	34101
SPECIAL SUBJ INSTRUCTORS									
BLAKEWAY	K	1517140	E4	2531	1	12 62	8 58	9 58	34101
DYE	DT	533886	E6	0369	1	7 62	9 56	10 56	34121
INSTRUCTORS - SPL INST CO									
NOVAK	JP	593121	E4	0311	1	12 61	1 58	2 58	34121
WADE	BJ	1160800	E5	0241	1	3 60	2 58	3 58	34121

ALPHABETIC LISTING OF SCOIS CO INSTRUCTORS

DI TYPE DUTY CODES 5 6 7 8 9 AND NUMERIC X

1 - COMPONENT/CLASS/RESERVE STATUS

2 - EXPIRATION OF ACTIVE SERVICE

3 - TOUR DATE

4 - DI TYPE TOUR DATE

5 - REPORTING UNIT CODE

RECRUITERS SCHOOL					1	2	3	4	5
ARKEN	TP	1166647	E4	0369	1	10 60	1 58		34014
FIELD MUSIC SCHOOL									
BELL	RR	1287654	E4	5591	1	11 61	1 57		34014
DI MALE WITH WM BN									
KILPATRICK	C	399902	E6	6412	C	5 60	4 57	4 57	34171
MILLER	RC	661707	E4	3516	1	4 63	4 57	4 57	34171
ADMIN CHIEF COURSE									
REYNOLDS	ED	410935	E7	0141	1	6 62	10 57		34021
SGTMAJ COURSE									
COLEMAN	P	660572	E7	0369	1	2 63	1 58		34021
DI SCOL AND SPL INSTR SECTION									
DRAKE	C	273235	E6	0369	1	7 59	10 56	10 56	34021
DROLETTE	J	307861	E5	0369	1	7 64	7 56	10 56	34021
RAWLINS	BR	379467	E5	3516	1	3 61	9 56	10 56	34021

WOMEN RECRUIT BATTALION

DI TYPE DUTY CODES 1 2 3

1 - COMPONENT/CLASS/RESERVE STATUS

2 - EXPIRATION OF ACTIVE SERVICE

3 - TOUR DATE

4 - DI TYPE TOUR DATE

5 - REPORTING UNIT CODE

DRILL INSTRUCTORS					1	2	3	4	5
AGNEW	NL	703622	E4	6900	1	6 61	12 56	12 56	34171
CASEY	DI	708113	E3	2543	1	9 59	8 58	8 58	34171
HOLUB	S	757729	E3	0141	1	1 63	8 58	8 58	34171
KNAFLA	II	782861	E6	3049	1	6 59	9 56	9 56	34171
CDI - ASST SGTMAJ									
CARLE	GA	752640	E6	0141	1	7 61	7 58		34171
SPL SUBJ INSTRUCTORS									
PHELAN	E	750879	E6	0141	1	6 59	1 57		34171

6

1. Personnel Job Procedure Number 1108.

2. Report Title - RECRUITING STATION ENLISTMENT CONTRACT PROCESSING

3. GENERAL - Current statistics on active duty enlisted strength, to include accessions to the Marine Corps through Recruiting Stations, are required at this Headquarters at the earliest possible date.

The purpose of this job procedure is to cause the production of accession type accounting cards for the HQMC Forwarding Hold File, duplicates of accession type accounting cards for the Suspense Joining Hold File (JP 1220) and static cards upon receipt of Enlistment Contracts and Records of Induction from Recruiting Station, prior to the report of joining on the unit diaries of the recruit battalions.

4. Coverage:

a. Enlistment Contracts and Records of Induction forwarded to the Data Processing Installation from Recruiting Stations (Contracts and Records of Induction of persons being transferred to an activity other than the recruit depot will not be processed in accordance with this procedure.)

5. Listing Arrangement (Sequence)

a. A listing of static cards will be prepared, sequence of which is at the option of the Data Processing Officer, listing the entire content of the static card. This listing is retained in the DPI.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Daily.

8. Card Submission:

a. Two (2) static cards will be forwarded to HQMC with each document processed. One static card and one accession type accounting card will be forwarded to the HQMC Forwarding Daily Hold File. One accession type accounting card will be forwarded to the Suspense Joining Hold File (JP 1220).

Report or Process Title

Recruiting Station Enlistment Contract Processing

Job Procedure No. 1108

STEP AND OPERATION DESCRIPTION

1. Enlistment Contracts and Records of Induction are received by the Contract Coding Clerk. The clerk will examine the Unit Diaries submitted by the Recruiting Station and the Contracts and Records of Induction of persons joined at the Recruiting Station and transferred to an activity other than the Recruit Depot will be maintained as a separate work group (See note after step 9). Contracts and Records of Induction are coded as prescribed in Chapter 3, PATM. Coded documents to step 2.

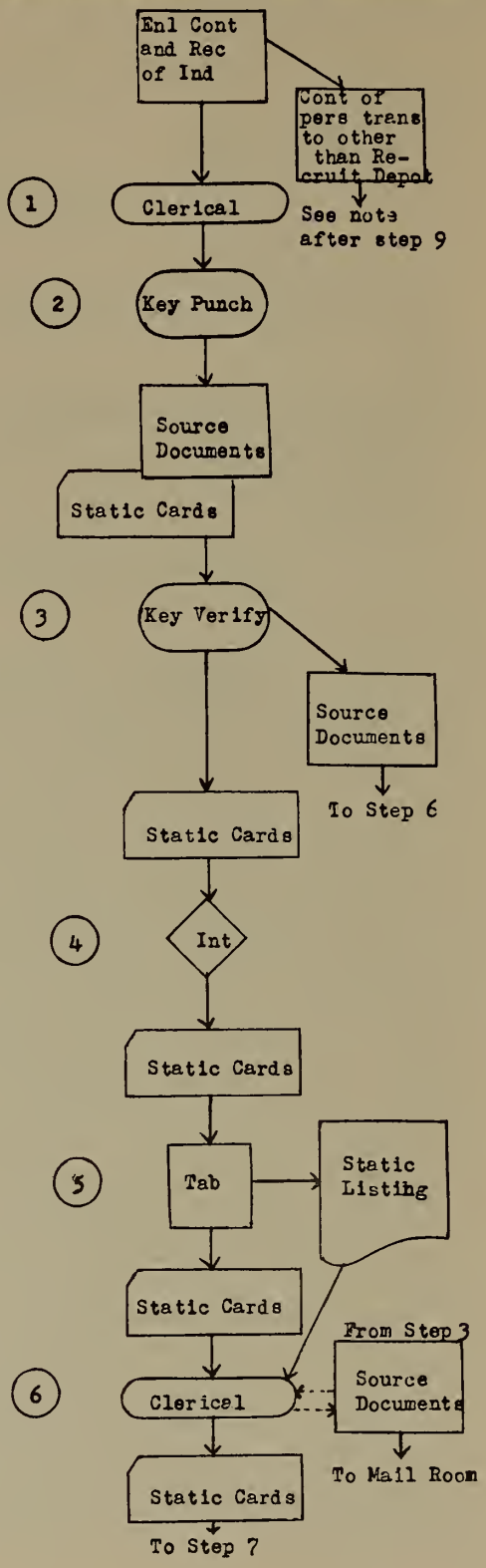
2. Coded documents from step 1. Static cards will be punched for each document. Static cards and source documents to step 3.

3. Static cards and source documents from step 2. Cards are verified. Source documents to step 6. Static cards to step 4.

4. Static cards from step 3. Cards are interpreted upper and lower lines. Cards to step 5.

5. Static cards from step 4. Listing of the static cards is prepared, showing all items of information contained therein, with a minor last card total. Listing and static cards to step 6. See note below.

6. Source documents from step 3. Listing and static cards from step 5. The Contract Coding Section will audit the listing against the Enlistment Contracts and Records of Induction and will cause any errors to be corrected in the static cards, noting the corrections on the listing. After corrections are made, static cards are forwarded to step 7. Listing to the Mail Room together with the source documents which it covers.



Report or Process Title

Recruiting Station Enlistment Contract Processing

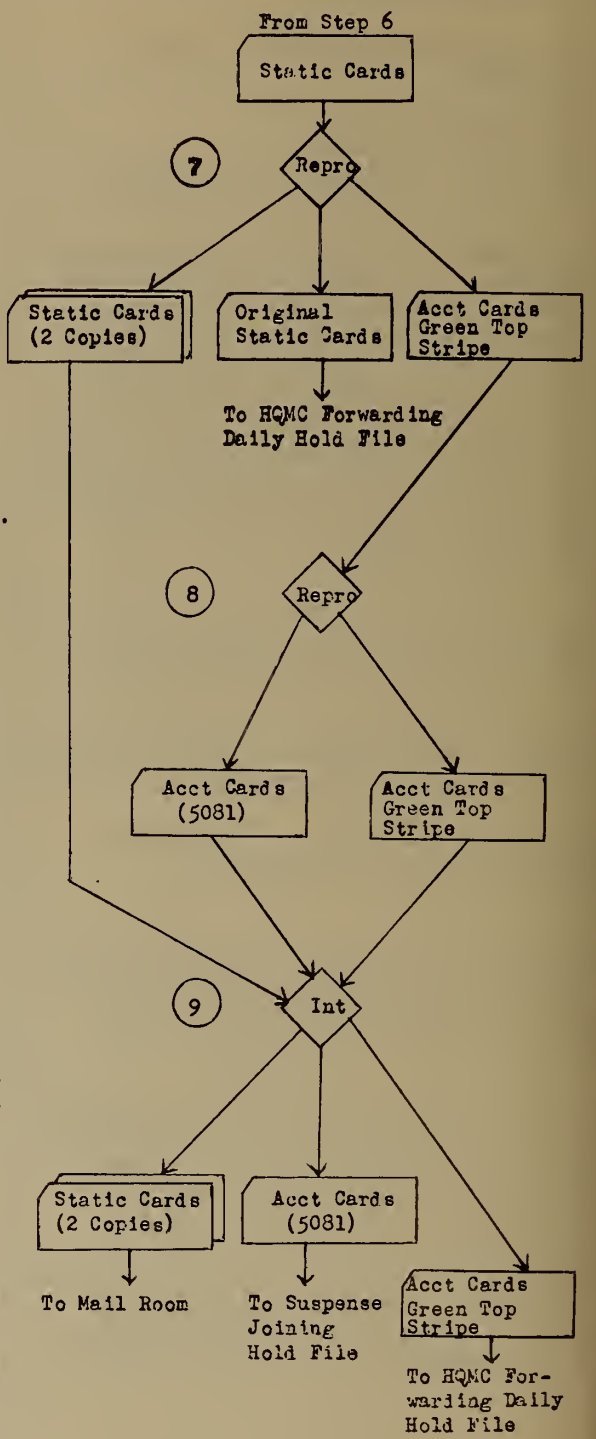
Job Procedure No. 1108

STEP AND OPERATION DESCRIPTION

7. Static cards from step 6.
Static cards will be reproduced twice into static card format. Static card copies to step 9.
Static cards will be offset reproduced and gang punched into Green Top Stripe accounting cards (See instructions).
Original static cards to HQMC Forwarding Daily Hold File.
Green Top Stripe accounting cards to step 8.

8. Green Top Stripe accounting cards from step 7 are reproduced 80x80 into 5081 cards. All cards to step 9.
NOTE: Step 5 - OPTIONAL - A batch control card may be summarized during the preparation of the static card listing for the purpose of accumulating total of accessions for the calendar month. See paragraph 3400 PATM.

9. Static cards from step 7 (2 decks) are interpreted upper and lower lines and forwarded to Mail Room for forwarding to HQMC with documents from step 6. Green Top Stripe accounting cards from step 8 are interpreted upper line only and forwarded to HQMC Forwarding Daily Hold File. 5081 accounting cards from step 8 are interpreted upper line only and forwarded to the Suspense Joining Hold File.
NOTE: The Contracts & Records of Inductions of persons joined on Recruiting Station UDs and transferred to an activity other than the Recruit Depot were set aside in step 1. These documents will be coded as prescribed in Chap 3 PATM, and in addition, a skeleton IRC will be coded with appropriate accession type change and other information required and available from the contract. After the audit is complete and any corrections made, the source documents and two (2) static cards for each document are sent to the Mail Room for forwarding to HQMC. Accession type accounting cards will not be reproduced for the Suspense Joining Hold File, but will be placed in the HQMC Forwarding Daily Hold File along with one (1) static card for each accession type accounting card.



1. Instructions for offset reproduction/gang punching of static cards into accession type accounting cards (Step 7).

STATIC CARD	OFFSET REPRODUCTION INFORMATION	ACCT CARD
1-8	Name	1-8
27	Race	16
29-35	Service Number	17-23
36	Component/Class/Reserve Status	40
51-52	Day of Change	26-27
55	Year of Change (last digit)	30
61	Contract Limitation	41
62-63	Rank Code	31-32
	GANG PUNCH INFORMATION	
	Reporting Unit Code of Command to which enroute (Recruit Depot)	9-13
	Type of Change (5Ø series)	24-25
	Month of Change Convert static alphameric month code (month enlisted) into two position month field for accounting card	28-29
	Primary MOS - 9900	36-39
	Numeric X to indicate skeleton card	64
	Strength Category for recruits	75
	Reporting Unit Code 89999 to indicate enroute from a recruiting station	76-80

1. Personnel Job Procedure Number 1201.

2. Report Title - ANALYST FILE PROCESSING (ACTIVE DUTY) USMC

3. GENERAL - The purpose of this procedure is to provide the DPI with standardized instructions for the processing and maintenance of the accounting card files maintained at the DPI and the accounting card and static card files maintained at HQMC. It establishes a definite routing system for the source documents and cards in the different process stages between and within the sections of the DPI. In addition, instructions are provided for the insertion of resulting punched cards into the HQMC Forwarding Daily Hold File.

4. Coverage:

a. Accounting cards of all persons on active duty under the accounting jurisdiction of the DPI.

b. Provided the requirements established by HQMC are met, the Data Processing Officer may deviate from the procedure as outlined in Flow Chart if a distinct advantage to the DPI is effected.

5. Listing Arrangement (Sequence):

a. The Control Listing results from a combination listing and tabulation of the accounting cards (in the same sequence as reported on the source documents) which reflects the gains and losses processed in an account, adjusts the totals contained in the unit batch control card and lists as much of the information in the new accounting card as is deemed desirable by the DPO. The type of change code in the accounting cards controls the counters in the accounting machine (See Para 3230.11 PATM).

b. The auditing analyst uses the control list to verify batch control card totals and to compare against the strength balances section of the diary for the date shown in the new batch card. In addition, the control list furnishes a means of researching to locate errors in processing which may escape the auditing analyst at the time he audits the coding. It further furnishes the Chief Analyst a method of reviewing the analyst processing to determine whether corrective action is necessary.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Daily.

8. Card Submission:

a. Inter DPI exchange of accounting cards of persons enroute between DPIs.

Report or Process Title

Analyst File Processing (Active Duty) USMC

Job Procedure No. 1201

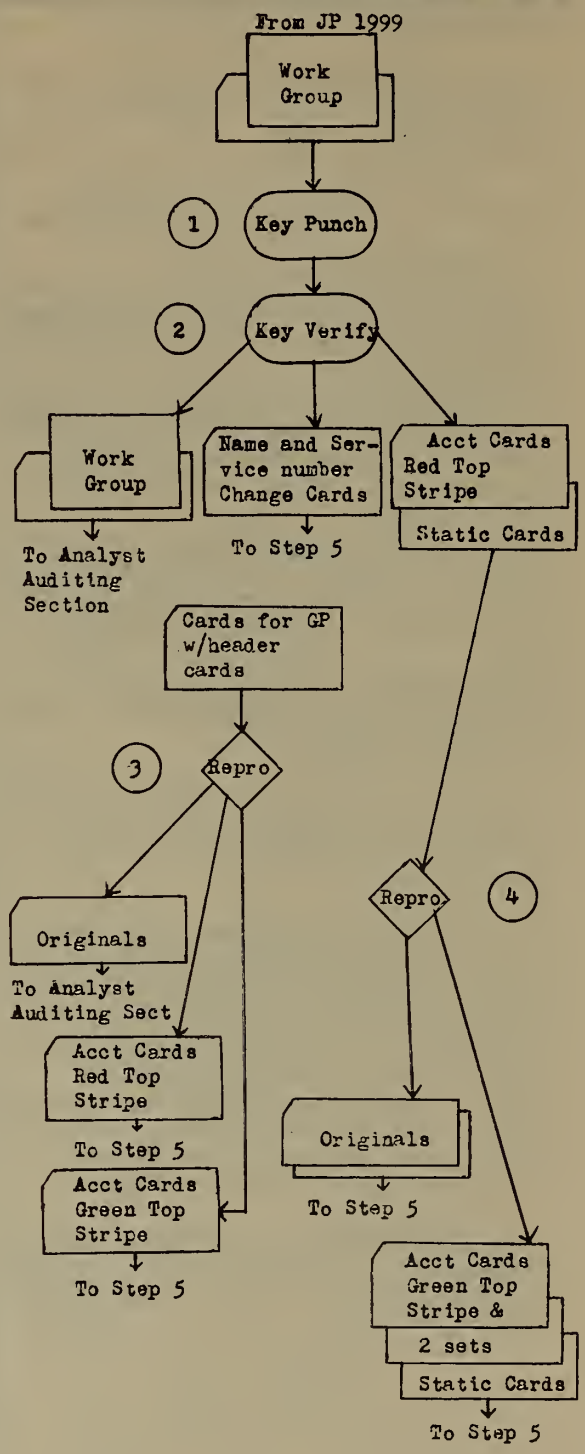
STEP AND OPERATION DESCRIPTION

1. Analyst work group will be received from JP 1999 by the Key Punch Section. Sequence of cards, as received from the Analyst Audit Section, will be maintained. Accounting cards will be punched on Red Top Stripe. Others on appropriate type. Key punched cards and source documents to step 2.

2. All key punched cards will be key verified. Errors in punching will be corrected at this time. After verification, coded accounting cards will be separated from the newly punched cards. Coded accounting cards will be returned to the Analyst Auditing Section along with all source documents. Newly punched Red Top Stripe accounting cards and static cards to be forwarded to step 4. Name and Service Number change cards to step 5.

3. GANG PUNCH - Groups of accounting cards received from the auditing section for gang punching should have a header card, with information to be gang punched thereon, in front of each group. Prepare two groups of gang punch cards, one on Green Top Stripe accounting card and one on Red Top Stripe accounting card. Keep each group separate. Original cards will be returned to the analyst auditing section. Newly punched cards to be forwarded to step 5.

4. Red Top Stripe accounting cards and static cards from step 2. Reproduce accounting cards into Green Top Stripe accounting card. Reproduce static cards twice into static card format. All groups to step 5.



Report or Process Title

Analyst File Processing (Active Duty) USMC

Job Procedure No. 1201

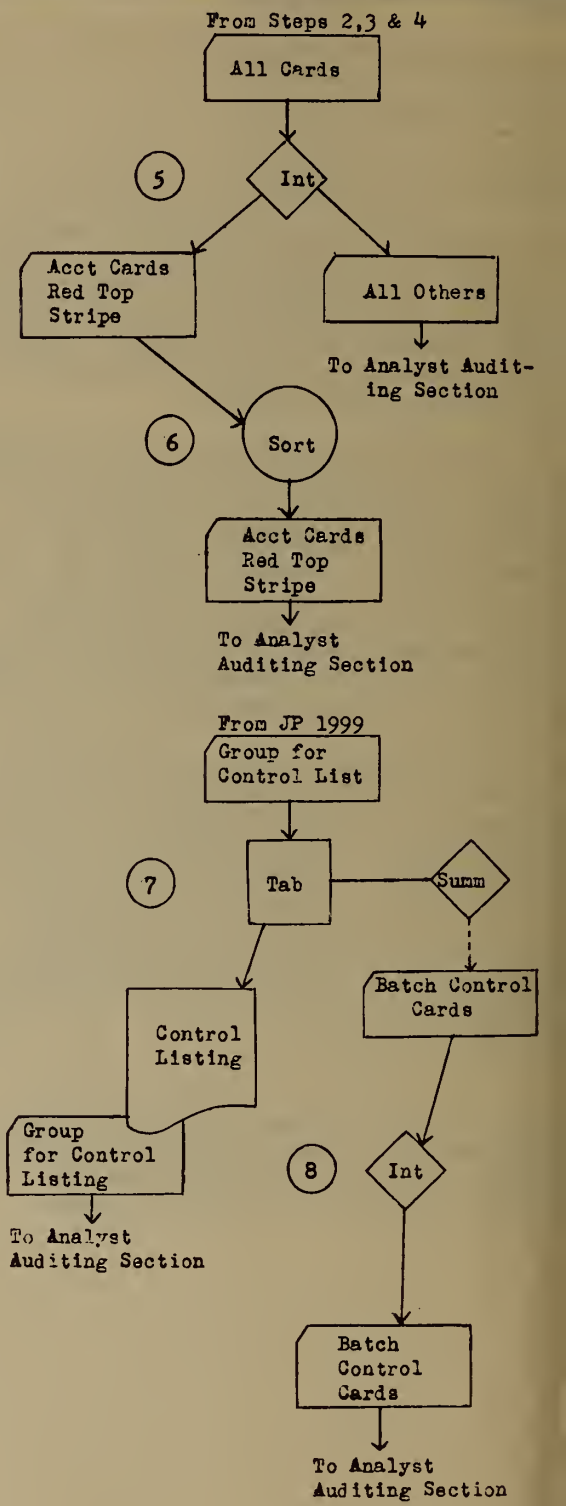
STEP AND OPERATION DESCRIPTION

5. Cards from steps 2, 3 and 4
Interpret all cards upper and lower lines with the exception of Green Top Stripe cards which are interpreted upper line only . See Para 5180, PATM.
Cards from steps 2 & 4 after interpreting- Green Top Stripe cards, 3 sets of static cards and Name and Service Number change cards to Analyst Audit Section. Red Top Stripe cards to step 6.
Gang Punches from step 3 after interpreting- Auditing Analyst will verify gang punches, retain Green Top Strip cards for control list and/or release. Red Top Stripe cards to step 6.
NOTE: Inclusion of Gang Punch Red Top Stripe cards into step 6 will facilitate analyst filing and is optional.

6. Sort Red Top Stripe accounting cards (include gang punched cards - optional) into analyst file sequence and forward to Analyst Audit Section.

7. Group for Control Listing will be received from JP 1999 by the Machine Operations Unit. Content of the Control Listing will be at the option of the Data Processing Officer. Control Listing and group of cards control listed will be returned to the Analyst Auditing Section. Summary punched batch control cards to step 8. (NOTE: Date of latest Unit Diary processed will be gang punched into batch control card during summary operation.)

8. Summary punched batch control cards are interpreted upper and lower lines. See Para 5180, PATM. Batch control cards to Analyst Auditing Section.



Report or Process Title

Analyst File Processing (Active Duty) USMC

Job Procedure No. 1201

STEP AND OPERATION DESCRIPTION

9. "Release" group of Green Top accounting cards, static cards and Name and Service Number change cards will be received by the Machine Operations Unit after the Analyst Auditing Section has completed audit of the control listing. Static cards and Name and Service Number change cards to HQMC Forwarding Daily Hold File. Accounting cards will be sorted as follows:

1st Sort - Numeric sort 1st digit type of change. 5s and 8s to 2nd sort. 9s to 3rd sort; 7s to step 12; all others to HQMC Forwarding Daily Hold File.

2nd Sort - Zone sort 5s and 8s on cc/64. ✕/64 cards to step 10 - No ✕/64 cards to step 12.

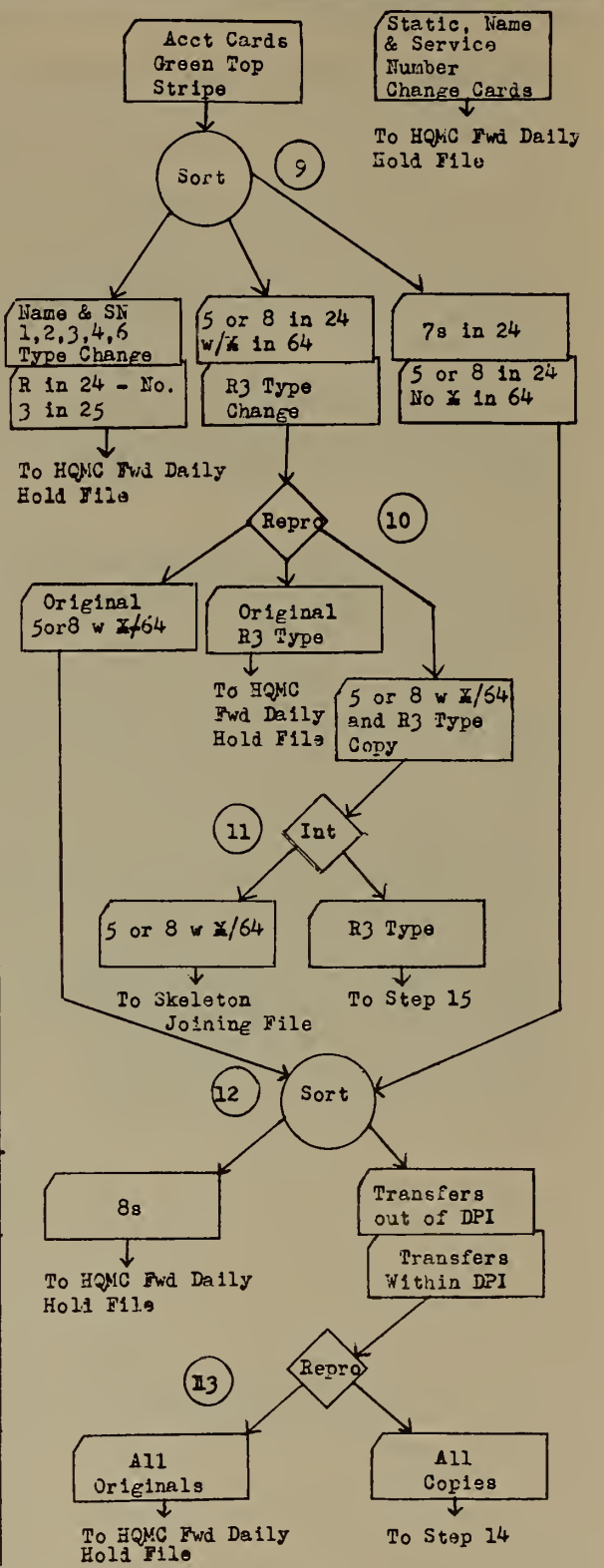
3rd Sort - Numeric sort 9s on cc/25. 3/25 cards to step 10. All others to HQMC Forwarding Daily Hold File.

10. 5s and 8s from 2nd sort, step 9. Reproduce 5s and 8s into manila accounting card. Forward originals to step 12. Label copy "Skeleton Joinings from step 9" and forward to step 11. Reproduce R3s into manila accounting card. Originals to HQMC Daily Forwarding Hold File. Label copy "R3s" and forward to step 11.

11. Interpret cards on appropriate panels, retaining labels. Skeleton Joinings to "Skeleton Joining File". R3s to step 15.

12. Cards from steps 9 and 10. Numeric sort all cards on type of change code (1st digit). Forward 8s to HQMC Daily Forwarding Hold File. Zone sort remaining cards on second digit type of change code. Cards in 12 pocket and rejects label "Transfers within DPI" and forward to step 13. Cards in 11 pocket label "Transfers out of DPI" and forward to step 13.

13. Reproduce "Transfers out of the DPI" and "Transfers within the DPI"on manila accounting card, NS, keeping each group separate and forward to step 14. All originals to HQMC Daily Forwarding Hold File.



Report or Process Title

Analyst File Processing (Active Duty) USMC

Job Procedure Nc. 1201

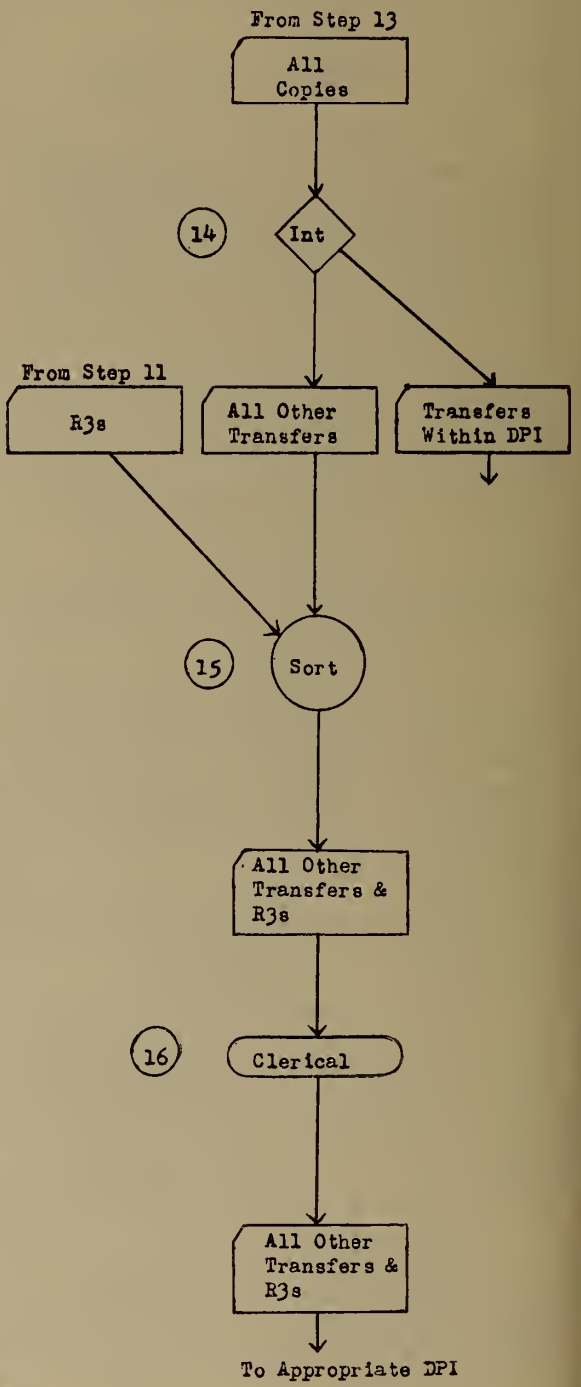
STEP AND OPERATION DESCRIPTION

14. Interpret cards from step 13 upper and lower lines. "Transfers within the DPI" to Analyst Audit Section. "Transfers out of the DPI" to step 15.

15. Transfers out of the DPI from step 14. Combine "Transfers out of the DPI" and "R3s" from step 11. Alpha sort cc/6 and label with DPI number for which intended. Cards to step 16.

16. Cards from step 15. The Mail and File unit will mail transfer type cards to appropriate DPIs daily.

Accounting cards are received from Job Procedure 1999 via the analyst. As often during the month as is deemed necessary, the Machine Operations Unit will receive from the Chief Analyst cards from the analyst files for zero balancing. The latest batch control card will be in front of the accounting cards of each reporting unit. Each card as it is tabulated will subtract from the total read into the accounting machine from the batch control card. A zero total indicates the unit is in balance. Content of the batch card will be listed and totals at the end of the tabulations will be printed. All units will be zero balanced. Cards and zero balance sheets will be forwarded to the Chief Analyst.



1. Personnel Job Procedure Number 1202.

2. Report Title - HEADQUARTERS MARINE CORPS FORWARDING (ACTIVE DUTY) USMC

3. GENERAL - All analyst prepared personnel accounting cards are processed in this procedure for weekly and monthly forwarding to HQMC (Code ABA-4)

All accounting cards included in the weekly forwarding to arrive at HQMC on the same Monday as the monthly forwarding must be in the HQMC Monthly Forwarding Hold File before beginning this process. However, when the HQMC Forwarding Hold File is cutoff for monthly forwarding, all accounting cards contained therein will not necessarily be forwarded. For example: The HQMC Monthly Forwarding Hold File which is cutoff to arrive at HQMC by 20 July 1959 will contain accounting cards dated in July 1959 and earlier. Only the cards dated June 1959 and earlier will be forwarded and the cards dated July 1959 will be retained in the HQMC Monthly Forwarding Hold File and will be forwarded to arrive with the tally group scheduled to arrive at HQMC by 17 August 1959. All June cards forwarded weekly must be included in the monthly tally group. June will be considered current month. July will be considered later month.

Skeleton (incomplete accounting cards with a numeric X punched in card column 64) joinings other than accessions will not be forwarded to HQMC, in the monthly forwarding group. All other skeleton cards will be forwarded. However, a copy of all forwarded skeleton cards will be given to the appropriate analyst. For all skeleton cards forwarded and skeleton joinings other than accessions which were not forwarded, the analyst will secure complete information within ten days and insure that a copy of that complete card is forwarded in the next month's tally group. This action will serve to minimize the number of incomplete (skeleton) cards in the HQMC files.

4. Coverage:

a. ON A WEEKLY BASIS, to arrive each Monday: All Name and Service Number Change cards, a copy of all 20, 21, 22, 23, 24, 27 and 28 type changes, all static cards and all accounting cards with type of change beginning with Ø, 1, 2, 5, 7, 8, H and R are forwarded.

b. ON A MONTHLY BASIS, to arrive on the Monday following the 13th: All latest date single accounting cards with the exception of certain skeleton (incomplete) cards indicated under GENERAL above, and all accession type accounting cards, are forwarded.

5. Listing Arrangement (Sequence):

a. None

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Weekly - To arrive at CMC (Code ABA-4) on Monday.

b. Monthly - To arrive at CMC (Code ABA-4) on Monday following the 13th.

8. Card Submission:

a. Weekly certain selected cards are submitted to arrive at HQMC on Monday of each week.

b. Monthly all latest date single accounting cards with the exception of certain skeleton (incomplete) cards indicated under GENERAL above, and all accession type accounting cards, are forwarded.

c. Cards will be submitted under cover of a tally sheet. See sample tally sheet.

JOB PROCEDURE FLOW CHART

Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

1. All cards: Name Service Number change cards, static cards and accounting cards are removed from the HQMC Weekly Forwarding Hold File.

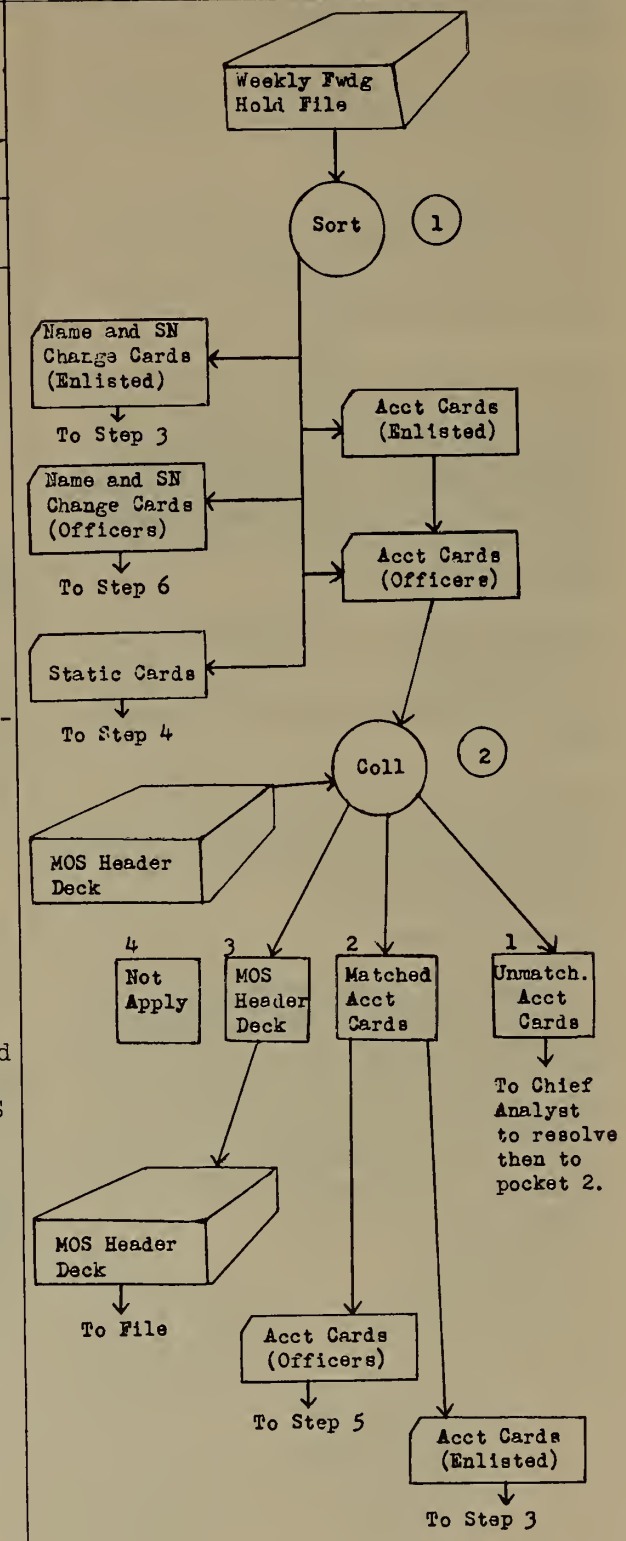
Name Service Number change cards (enlisted) to step 3.

Name Service Number change cards (officers) to step 6.

Static cards are sorted on service number and forwarded to step 4.

Accounting cards are sorted on primary MOS, officers separated from enlisted, and forwarded as two groups to step 2.

2. Two groups of accounting cards, officers in Primary MOS sequence and enlisted in Primary MOS sequence. The MOS header deck, containing a punched card for each valid officer and enlisted Primary MOS, is matched against the officer and enlisted accounting cards. Any unmatched accounting cards are immediately resolved by the Chief Analyst, corrected and returned to proper place before proceeding to next step. Enlisted accounting cards to step 3. Officer accounting cards to step 5. MOS header deck to MOS header deck file in MOS sequence.



Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

3. Enlisted accounting cards from step 2. Sort on type of change:

Ø Series accounting cards are manually compared against the Name and Service Number change cards from step 1. All unmatched cards will be resolved immediately by the chief analyst before proceeding with the next step. Name and Service Number accounting cards to step 7. Name and Service Number change cards to step 5.

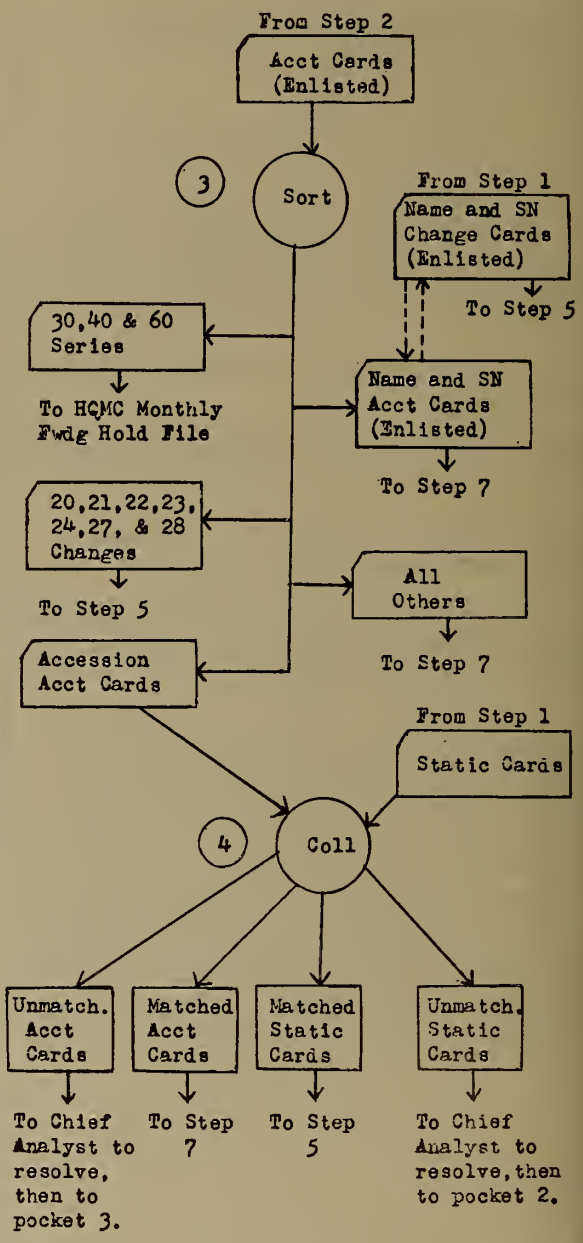
30, 40 and 60 series to HQMC Monthly Forwarding Hold File.

20, 21, 22, 23, 24, 27 and 28 type changes to step 5.

Accession accounting cards requiring a static card (12 punch in card column 24 with a 1 or 4 punch in card column 25), sort service number, then to step 4.

All others to step 7.

4. Match the accounting card accessions requiring a static card from step 3 against the static cards from step 1 on service number, name and component. All unmatched cards will be resolved immediately by the chief analyst and returned to their respective pockets before proceeding with the next step. Accounting cards to step 7. Static cards to step 5.



Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

5. Reproduce 80-80:

a. The Name and Service Number change cards (enlisted) from step 3 onto any color 5081. Originals to step 9. Copy to suspense hold file.

b. The 20, 21, 22, 23, 24, 27 and 28 type changes from step 3 onto any color 5081. Originals to step 7. Copy to step 8.

NOTE: This reproduction of 20 series changes are used at HQMC to gather current rank, pay and occupational field information.

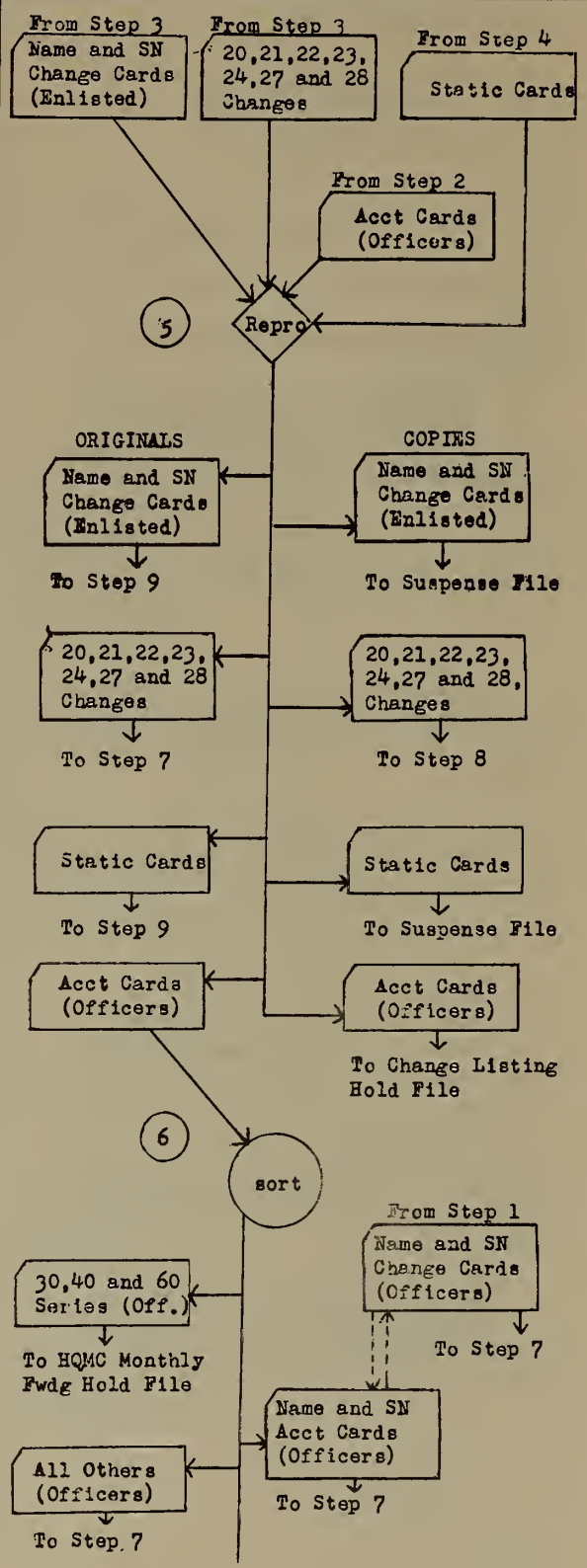
c. The static cards from step 4 onto any color 5081. Originals to step 9. Copy to suspense hold file.

d. Officers from step 2 onto any color 5081. Originals to step 6. Copy to Change Listing Hold File.

NOTE: Exclude officer accounting cards containing a 49 type change which result from the Overall Audit Procedure (JP 1209).

6. Sort the officers from step 5 on type of change. 30, 40 and 60 series changes to HQMC Monthly Forwarding Hold File.

Name and Service Number change cards (officers) from step 1 are manually compared against the Name and Service Number accounting cards. All unmatched cards will be resolved immediately by the chief analyst before proceeding with the next step. Name and Service Number accounting cards and all other accounting cards to step 7. Name and Service Number change cards to step 7.



JOB PROCEDURE FLOW CHART

Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

7. Reproduce 80-80 onto manila accounting cards.

a. The officer accounting cards from step 6.
b. Enlisted 20 series from step 5.
c. Enlisted accessions from step 4.
d. Enlisted others and enlisted Name and Service Number accounting cards from step 3.

Originals to HQMC Monthly Forwarding Hold File. All copies to step 8.

Reproduce 80-80:

a. The Name and Service Number change cards (officers) from step 6 onto any color 5081. Originals to step 9. Copy to suspense hold file.

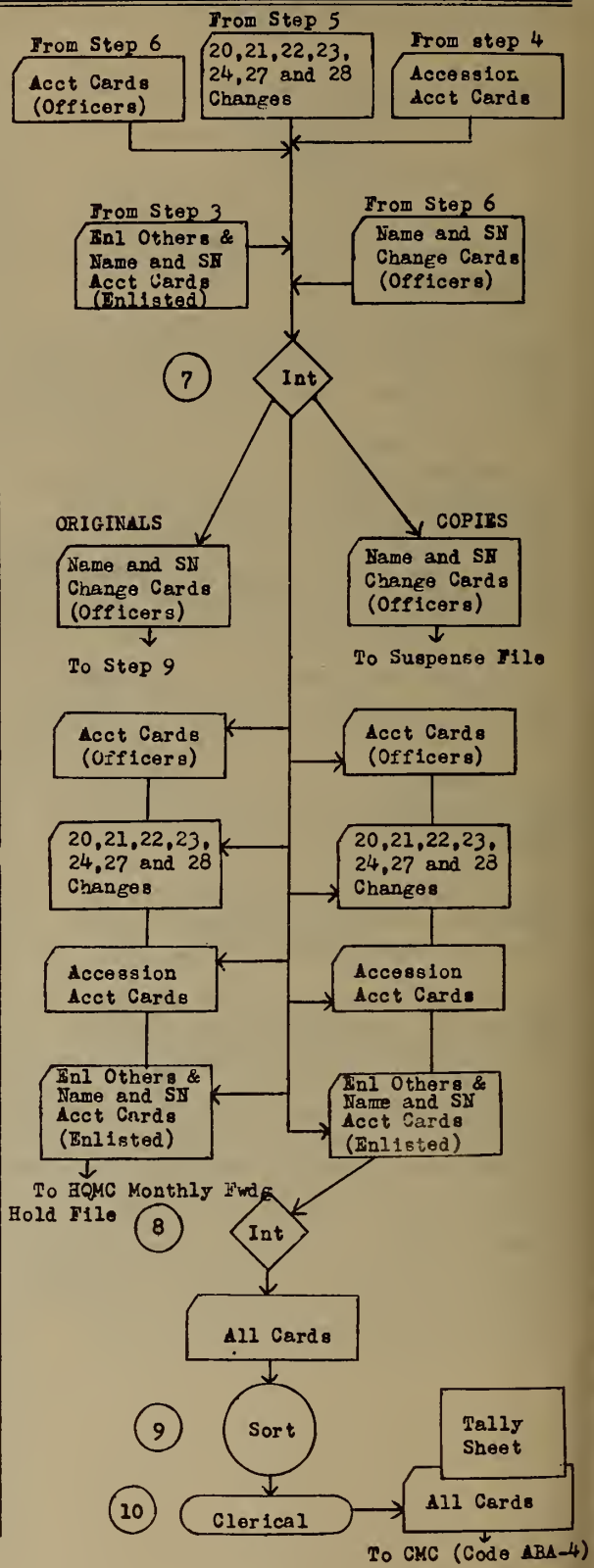
8. Interpret upper and lower line accounting cards from step 7 and 5081 cards (20 series) from step 5. Both groups to step 9.

9. Card count each group of cards:

a. Static from step 5.
b. 5081 (20 series) from step 8.
c. Name and Service Number change cards from steps 5 and 7.
d. Manila accounting cards from step 8.

Enter total for each of the above groups on tally sheet. See sample tally sheet and paragraph 2440, PATM for method of preparing tally sheet.

10. Forward cards and 2 tally sheets to CMC (ABA-4) to arrive on Monday. Suspense Hold File is destroyed upon receipt of signed tally sheet from HQMC.



Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

11. NOTE: Before this part of the procedure begins all weekly forwarding MUST be completed and resulting cards must be in the HQMC Forwarding Hold File.

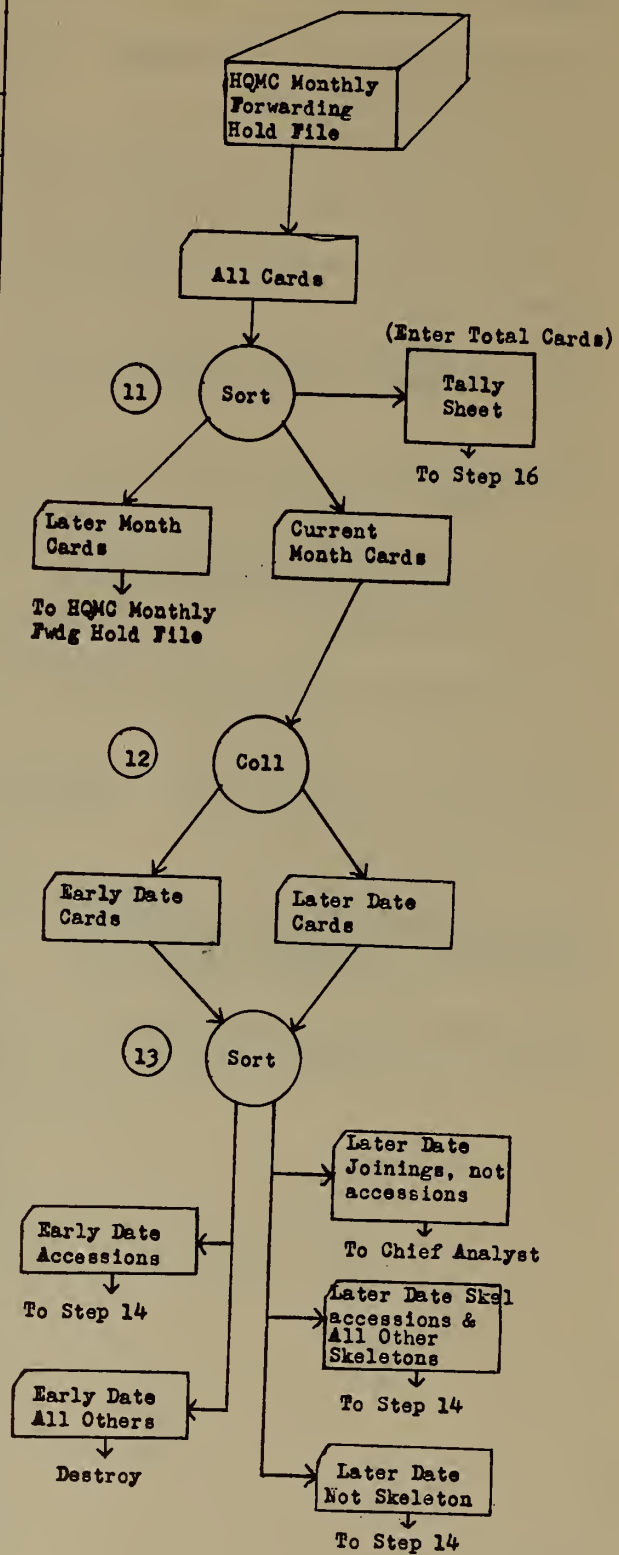
Card count all cards in the HQMC Monthly Forwarding Hold File and enter the count in the appropriate place, "Total accounting cards in the HQMC Monthly Forwarding Hold File", on the tally sheet.

Sort all cards from the HQMC Monthly Forwarding Hold File to extract the later month cards - these to HQMC Monthly Forwarding Hold File; and current month cards - these are sorted on date (26-30) and service number (17-23). Cards to step 12.

12. Sequence check and pull early dates on accounting cards from step 11. Single later date cards to step 13. Early date cards to step 13.

13. From the early date cards from step 12 extract the accessions. Accessions to step 14. Others destroy - NOTE: If there are any R1 or R3 type changes in these early date cards to be destroyed, return them to the chief analyst to insure that the Marine has been accessed at a later date or to replace the later date card with the early date separation.

From the later date single cards extract the skeletons. Others to step 14. Separate the skeletons into skeletons that are joinings but not accessions - these to chief analyst; and other skeletons to step 14.



JOB PROCEDURE FLOW CHART

Report or Process Title

Headquarters Marine Corps Forwarding (Active Duty) USMC

Job Procedure No. 1202

STEP AND OPERATION DESCRIPTION

14. 80-80 reproduce onto Green Top Stripe accounting cards all cards from step 13.

80-80 reproduce an additional copy onto 5081 cards the latest date skeleton cards from step 13.

All copies to step 15. All originals to the Suspense File.

15. Interpret cards from step 14 on upper line. The 5081 copy of the latest date skeleton goes to the Chief Analyst. All accounting card copies to step 16.

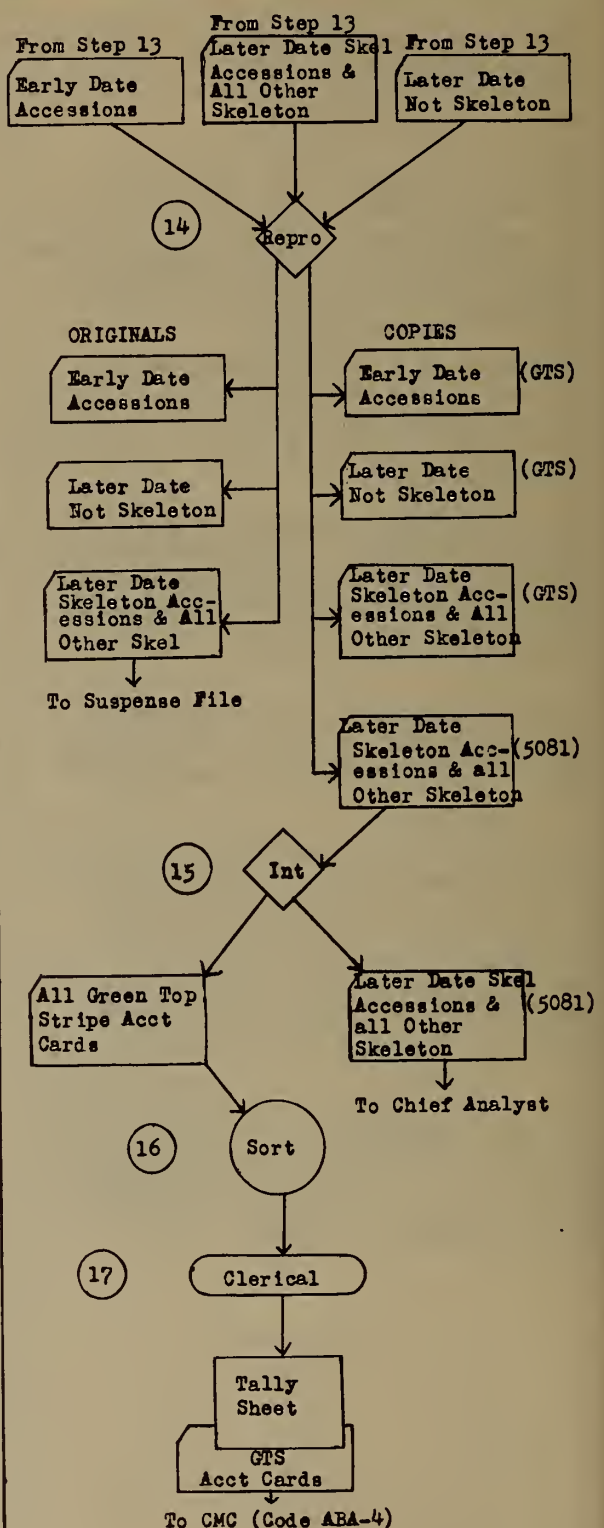
16. Card count the total cards from step 15. Enter the total on the tally sheet.

Card count the skeleton cards to be forwarded. Enter the total on the tally sheet.

Cards and tally sheet to step 17.

17. Forward the cards and 2 tally sheets from step 16 to CMC (ABA-4) to arrive on Monday following the 13th of each month.

Suspense Hold File is destroyed upon receipt of signed tally sheet from HQMC.



HEADQUARTERS MARINE CORPS FORWARDING (ACTIVE DUTY) USMC

SAMPLE TALLY SHEET (Weekly)

DPI # _____ Date _____
Tally Sheet Group #_____

1. Duplicate 2Ø series accounting cards (Reproduced in step 5) _____

2. Total accounting cards (Reproduced in step 7) _____

3. Name and Service Number Change Cards (From step 9) _____

4. Static Cards (From step 9) _____

5. Total cards forwarded (Total of lines 1, 2, 3 and 4) _____

Tallied by _____Released by _____

Received HQMC on _____by _____Exceptions, if any,

noted below.

SAMPLE TALLY SHEET (Monthly)

Date _____

DPI #_____
Tally Sheet Group #_____

1. Total accounting cards in HQMC Mthly Fwdg Hold File
(This total from step 11) _____

2. Total later date single skeleton cards in HQMC Mthly Fwdg
Hold File (This total from step 13) _____

3. Total accounting cards forwarded
(This total from step 16) _____

4. Total skeleton cards forwarded
(This total from step 16 and is an extract from line 3) _____

5. Total Number of Mailing Boxes forwarded _____

Tallied by _____Released by _____

Received HQMC on _____by _____Exceptions, if any,

noted below.

1. Personnel Job Procedure Number 1209.

2. Report Title - SEMIANNUAL AUDIT OF FILES

3. GENERAL - A semiannual audit of the accounting card files will be performed for the purpose of eliminating erroneous accounting cards from the files of HQMC as well as the replacement of cards which have become worn by repeated machine processing.

Upon receipt of HQMC of the audit cards from the field Data Processing Installations, accounting cards bearing a date of change earlier than the effective date of the audit are extracted from the file and forwarded to the field Data Processing Installations for reconciliation and resubmission to HQMC.

4. Coverage:

a. All accounting cards in the analyst files with the exception of accounting cards of persons dropped from the reporting unit.

5. Listing Arrangement (Sequence):

a. None

6. Number of Report Copies Required by HQMC:

a, None.

7. Control Date:

a. Semiannually, as of 31 May (JUNE AUDIT) and as of 30 November (DECEMBER AUDIT).

8. Card Submission:

a. New accounting cards are placed in the HQMC Weekly Forwarding Hold File.

Report or Process Title

Semiannual Audit of Files

Job Procedure No. 1209

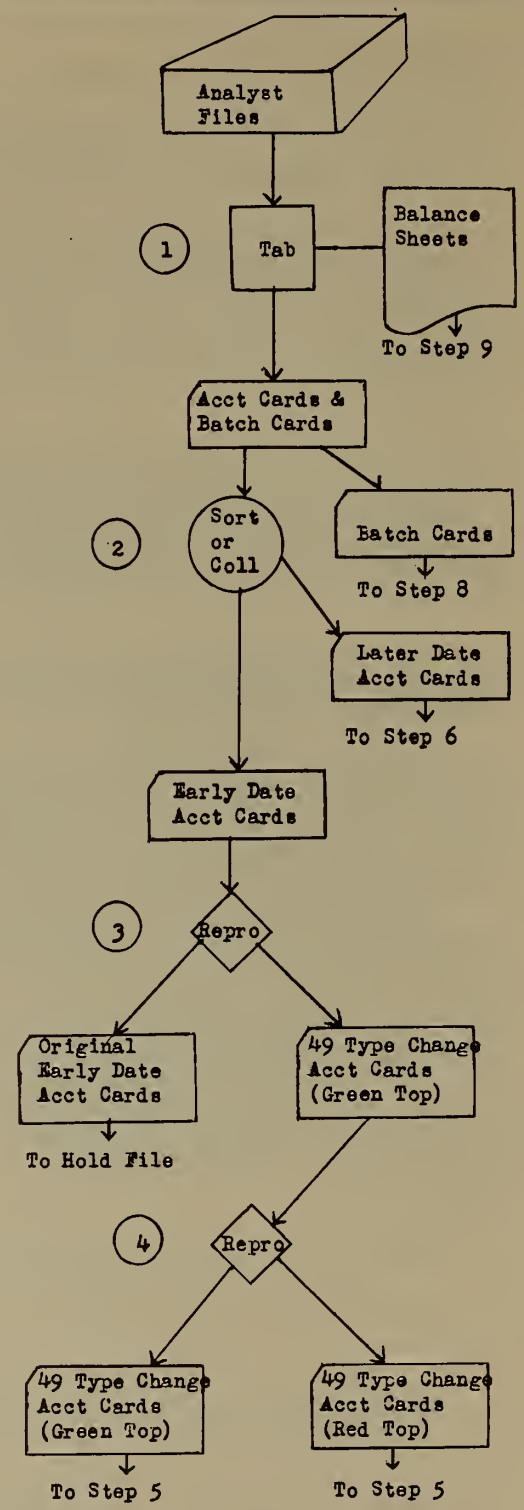
STEP AND OPERATION DESCRIPTION

1. Analyst accounting card files. Active section of each reporting unit is balanced against the unit batch control card. Each card, as it is tabulated, will subtract from the total read into the accounting machine from the batch control card. A "Zero" balance indicates the unit is in balance. Content of the batch control card will be listed and totals at the end of the tabulation will be printed. Tabulated balance sheets and files to analyst audit section for audit and correction of any discrepancies. Balance sheets are retained by the analyst audit section until the completion of step 8. Analyst files to step 2.

2. Manually remove the batch control cards and hold for step 8. Either sort or collate the accounting cards on date of change. In June any card dated prior to 1 March will be considered an "Early Date". In December, any card dated prior to 1 September will be considered an "Early Date". Early date cards to step 3. Other cards ("Later Date") to step 6.

3. Early date cards from step 2. For the June audit gang punch a 49 type of change dated 1 March and last digit of year and for the December audit gang punch a 49 type of change dated 1 September and last digit of year in the type and date of change field. Balance of the early date card is reproduced into the new accounting card (Green Top Stripe). Originals to hold file. Copy to step 4.

4. Green Top Stripe accounting cards from step 3. Reproduce accounting cards into Red Top Stripe accounting cards. Both decks to step 5.



Report or Process Title

Semiannual Audit of Files

Job Procedure No. 1209

STEP AND OPERATION DESCRIPTION

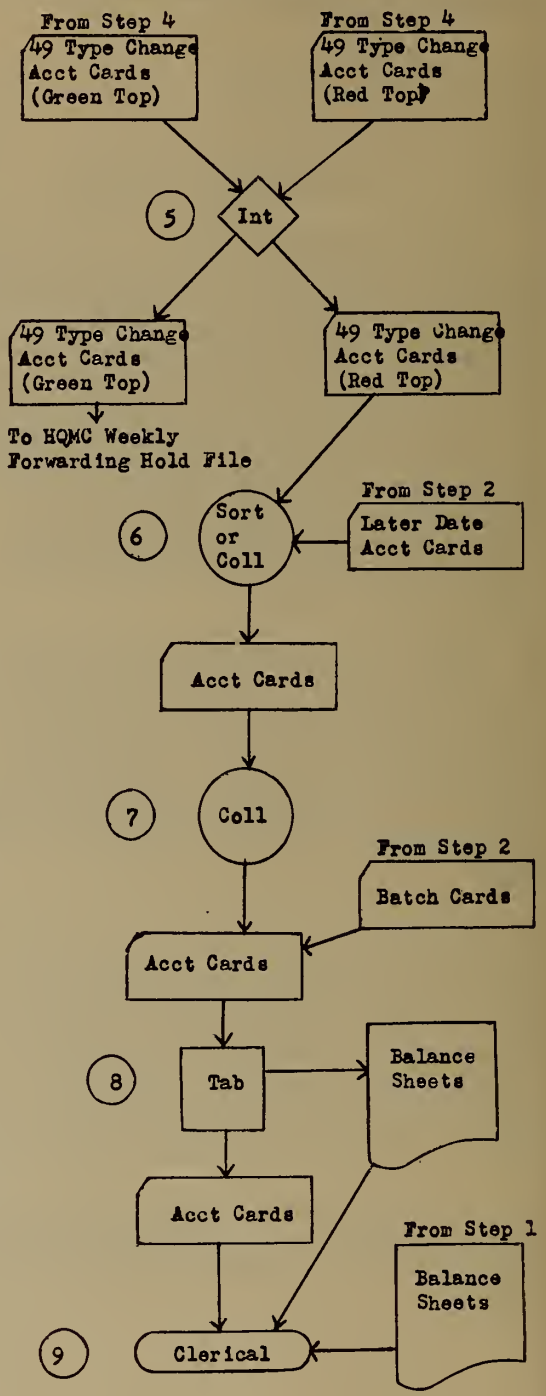
5. Accounting cards from step 4. Interpret Red Top Stripe accounting cards upper and lower lines. Interpret Green Top Stripe accounting cards upper line only. Red Top Stripe accounting cards to step 6. Green Top Stripe accounting cards to HQMC Weekly Forwarding Hold File.

6. Later date accounting cards from step 2 and Red Top Stripe accounting cards from step 5. Either sort or collate the accounting cards into analyst file sequence, e.g., officers alphabetically in front of enlisted alphabetically within reporting unit. Cards to step 7.

7. Accounting cards from step 6. Sequence check each reporting unit separately on 13 columns name. Cards to step 8.

8. Accounting cards from step 7 and batch control cards from step 2. Manually insert the batch control cards in front of each reporting unit. Zero balance each unit. Balance sheets and files to analyst audit section.

9. Balance sheets from step 1 and analyst files and balance sheets from step 8. After audit, balance sheets from step 1 may be destroyed. Balance sheets from step 8 are retained until next balancing operation is completed. Machine Operations Unit is notified to make the following notation on the next monthly forwarding tally sheet "JUNE (or DECEMBER) AUDIT COMPLETED".



1. Personnel Job Procedure Number 1210.

2. Report Title - MONTHLY PERSONNEL ROSTER (Reports Symbol MC-1085-01)

3. GENERAL - The Monthly Personnel Roster is the auditing document of the Personnel Accounting System. It is utilized to bring records at various levels into agreement and is eventually filed at HQMC as a part of the permanent records of the Marine Corps.

The MPR is prepared in the Data Processing Installation after the unit diary for the last day of the month has been received. Paragraph 3610, PATM, authorizes the Data Processing Officer to prepare MPRs prior to receipt of all unit diaries for the month. In these cases, he will note that fact on the MPR.

4. Coverage:

a. The MPR will be prepared on each reporting unit.

b. The MPR will cover all Marine Corps and other services personnel who are carried on the rolls of the reporting unit, plus all the Marine Corps and other services personnel dropped from the rolls during the effective month of the roster.

5. Listing Arrangement (Sequence):

a. Each MPR will contain an alphabetic listing of accounting cards, Marine Corps officers preceding Marine Corps enlisted, Navy officers preceding Navy enlisted, and other services officers preceding other services enlisted. Information will be spread as follows: name, service number, rank code, primary MOS, Component Class/Reserve Status, strength category and auditing items as prescribed. Items to be audited will be directed monthly by CMC (Code DGB).

b. Totals (NOT TO INCLUDE TOTALS OF DROPPED PERSONNEL) will be shown at the end of the roster following the dropped section as follows: a total of the Marine Corps officers, a total of the Marine Corps enlisted, a total of other services officers, a total of the other services enlisted and an overall total of the personnel carried on the joined rolls of the reporting unit.

c. DPIs will maintain header cards for each reporting unit. The header cards will contain title information and headings for the other services and dropped section groups. The following is an example of the information to be punched into header cards:

(1) Title of organization
(2) Effective date of roster
(3) Preparing DPI
(4) Auditing Items
(5) List of Auditing Items prescribed for the effective month (indent two spaces)
(6) Column headings for auditing items
(7) Appropriate title of the listed other services personnel (Army, Navy, etc.)
(8) Personnel Dropped with Date Dropped

d. For accounts which carry other services personnel in addition to Navy personnel, the other services personnel accounting cards will be listed following the Navy personnel.

e. Page numbering will be imprinted in the lower right corner of each sheet. Reporting unit code will be imprinted at the bottom center of each sheet.

f. Asterisk will be imprinted to the right of auditing items to indicate incomplete accounting card. Numeric ✳ punch in card column 64 will control printing of asterisks.

6. Number of Report Copies:

a. The original of the roster and a minimum of one (1) copy will be forwarded to the reporting unit. The original will be audited, corrected, certified and returned to the DPI. A copy will be retained by the reporting unit.

b. Additional copies may be prepared at the Data Processing Officer's discretion.

7. Control Date:

a. The CERTIFIED original of the MPR will be bound with the retained original unit diaries for the month and forwarded to CMC (Code DGH-1) in accordance with the instructions in paragraph 2420, PATM.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Monthly Personnel Roster
(MC-1085-01)

Job Procedure No. 1210

STEP AND OPERATION DESCRIPTION

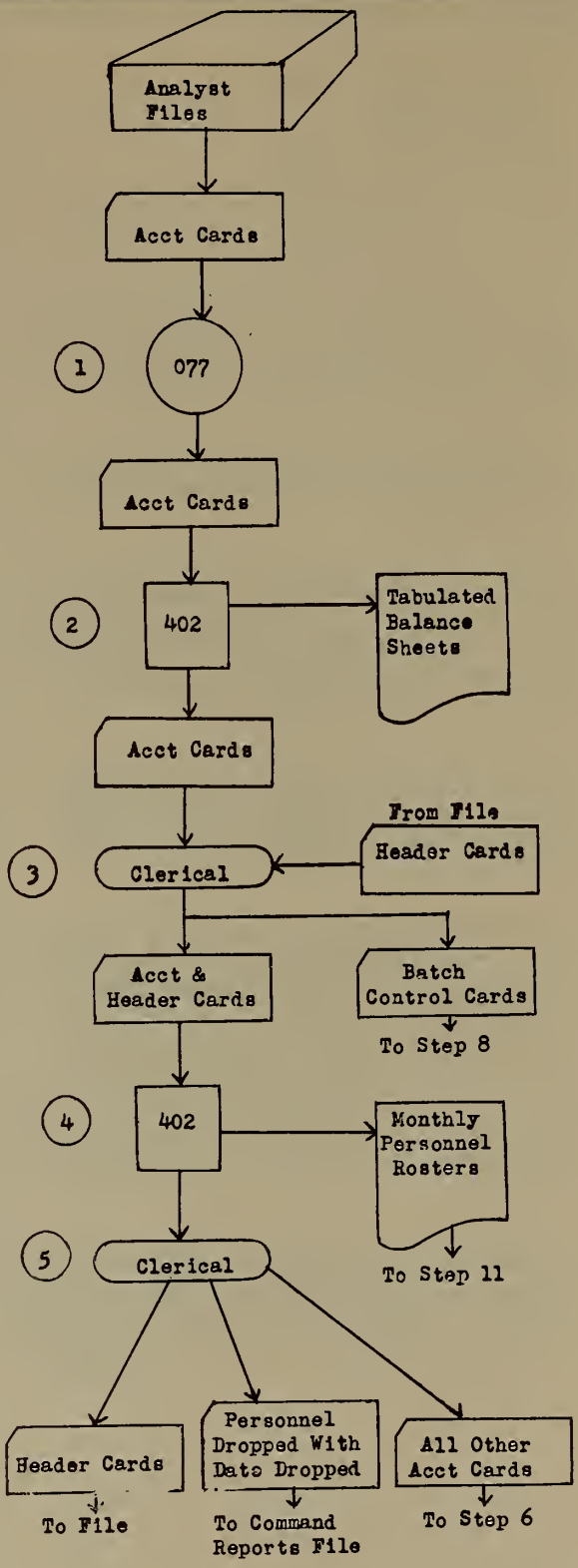
1. Analyst files in reporting unit order are sequence checked on name, selecting duplicates. (Duplicates in the "Personnel Dropped with Date Dropped" section are permissible. See Para 6602.2 PRAM. Duplicates to analyst for reconciliation. After reconciliation of duplicates, analyst files to step 2.

2. Analyst files from step 1. Active section of each reporting unit is balanced against the unit batch control card. Each card, as it is tabulated, will subtract from the total read into the accounting machine from the batch control card. A "Zero" balance indicates the unit is in balance. Content of the batch control card will be listed and totals at the end of the tabulation will be printed. Tabulated balance sheets and files to analyst for audit and correction of any discrepancies. Balance sheets are retained by the analyst until the completion of step 10. Analyst files to step 3.

3. Analyst files from step 2. Batch control cards are manually removed and forwarded to step 8. Header cards are manually inserted into file. Analyst files to step 4.

4. Analyst files from step 3. Monthly Personnel Rosters are listed in the format shown in the sample listing, using MPR listing paper. MPRs to step 11. Analyst files to step 5.

5. Header cards and accounting cards of "Personnel Dropped with Date Dropped" are removed from file. Header cards to file. Accounting cards of "Personnel Dropped with Date Dropped" to Command Reports File. All other accounting cards in reporting unit sequence to step 6. (This step may be performed either manually or by machine at the option of the Data Processing Officer).



JOB PROCEDURE FLOW CHART

Report or Process Title

Monthly Personnel Roster
(MC-1085-01)

Job Procedure No. 1210

STEP AND OPERATION DESCRIPTION

6. Accounting cards from step 5. Reproduce accounting cards into similar type card. Original accounting cards to command reports file. Newly reproduced cards which are to become the new analyst file to step 7.

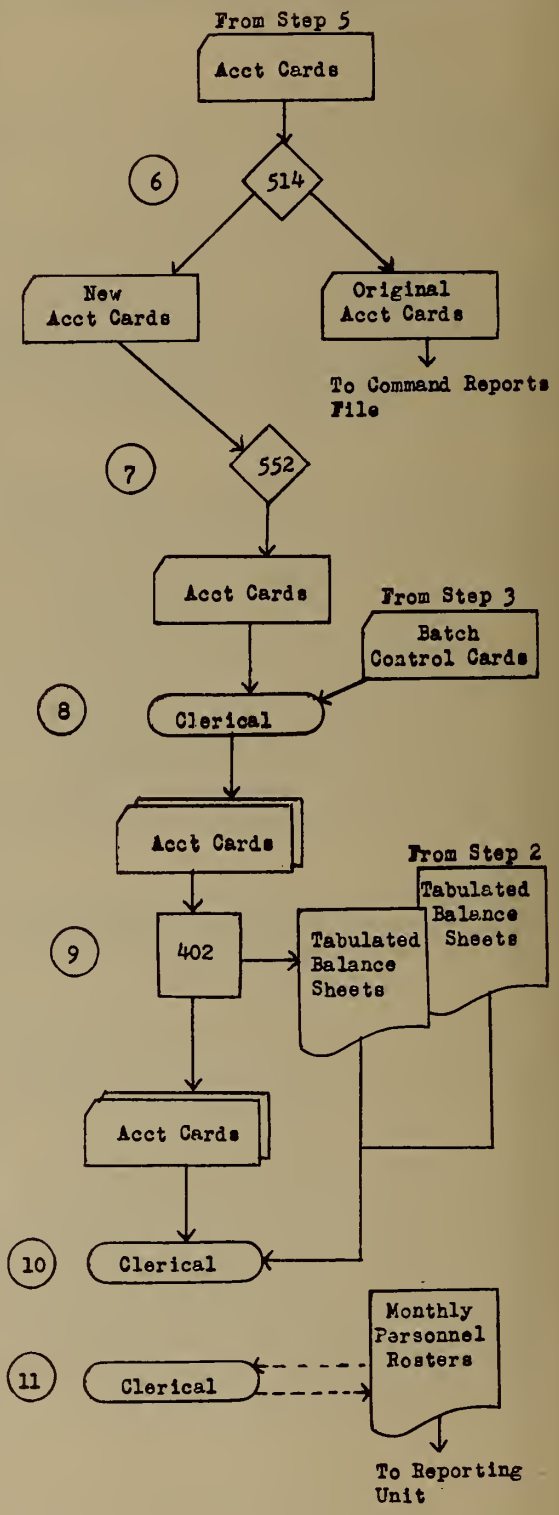
7. Accounting cards from step 6. Interpret accounting cards upper and lower lines. Cards to step 8.

8. Accounting cards from step 7 and batch control cards from step 3. Manually insert batch control card in front of each reporting unit. Combined file of batch control cards and accounting cards comprise the new analyst file. File to step 9.

9. Analyst file from step 8. Accounting cards of each reporting unit are balanced against reporting unit batch control card. Tabulated balance sheets and analyst files to step 10.

10. Tabulated balance sheets from steps 2 and 9 and analyst files from step 9. Analyst audits balance sheets from step 9 against balance sheets from step 2. Any discrepancies noted are referred to the Chief Analyst for corrective action. Tabulated balance sheets from step 2 may be destroyed. Tabulated balance sheets from step 9 are retained until completion and audit of next balancing operation.

11. MPRs from step 4 are carbon stripped and paper burst; audited by cognizant analyst for obvious errors; then bound with removable fasteners. MPRs are then forwarded directly to each RU for audit and return to the DPI.



MONTHLY PERSONNEL ROSTER

HQ DET LFTU ATC PAC FLT NAB CORONADO

AS OF 31 AUGUST 1958

DPI 8 SAN FRANCISCO

AUDITING ITEMS

1 - EAS ENLISTED ONLY

2 - PAY ENTRY BASE DATE

									1		2
BARNES	HE	06248	05	0802	1						37
HILLIARD	R	017659	05	0802	1						40
MASTERPOOL	W	047041	04	1802	1						43
SHAPIRO	V	017363	05	0802	1	4					42
ACOSTA	JA	1137970	E5	0369	1		7	60	3	45	
BARKER	HE	306937	E7	3049	1		2	61	4	41	
POWELL	JW	1547212	EC	3611	1	4	8	59	7	55	
ZACAVICH	E	265432	E9	6499	1		7	59	11	38	
NAVY PERSONNEL											
CARL	EF	88130	05	1100	N						
WADE	CN	2743879	E7	8405	N						
ARMY PERSONNEL											
ALLEN	JW	02203746	04	7210	0	0					
SWAYZE	K	01175596	04	2162	0						
BIGGS	K	16285779	E6	8141	0						
PERSONNEL DROPPED WITH DATE DROPPED											
BUTLE	J	W056788	03	0130	1						11 8 58
SEAMA	D	055357	03	0302	1	4					27 8 58
BARBI	JJ	647325	E7	0141	1						22 8 58
NAVY PERSONNEL											
HARRI	GJ	2763874	E7	8405	N						22 8 58
ARMY PERSONNEL											
MICHA	TE	16039148	E7	8141	0						3 8 58

1. Personnel Job Procedure Number 1211.

2. Report Title - ORGANIZATION STRENGTH SUMMARY REPORT (Reports Symbol MC-1300-03)

3. GENERAL - The Organization Strength Summary cards and listings are prepared by each DPI for the purpose of furnishing HQMC with data on joined and enroute personnel within reporting units and within command groups. The primary purpose of the OSS is to provide statistical information on the over-all active duty strength of the Marine Corps. Processing of these cards will begin immediately following Monthly Personnel Roster processing, and will precede all other reports.

4. Coverage:

a. The report will cover all reporting units of the regular Marine Corps.

b. Personnel Allocation Codes (PAC) as shown below are used to identify commands by function at HQMC in preparing statistics on the over-all strength of the Marine Corps.

c. Commands on which separate reports are required are as follows:

PAC	DPI 2 CAMP LEJEUNE
004	MC Combat Units
006	H&S Bn FMFLant
007	2ndMarDiv
008	FMFLant Troops (less H&S Bn)
401	MCB CamLej less Scol & Trng Regts & MC Combat Units
606	Scols & Trng Regts

PAC	DPI 3 CAMP PENDLETON
004	MC Combat Units MCB 29 Palms
402	MCB CamPen less MC Combat Units, Scol, Trng, Staging Regts and Repl Drafts
406	MCB 29 Palms less MC Combat units
604	Cold Weather Trng Cen
607	Scols, Trng & Staging Regts
801	Grnd Repl Drafts

PAC	DPI 6 FMFPAC
001	Hq FMFPac less Overseas Security Forces
003	3rdMarDiv Reinf
009	1stMarBrigade, less MAG 13
017	MAG 13
101	Overseas Security Forces
412	MCAS Kaneohe
502	MC Comp NavAdvGrp Korea
701	I-I Stf 27th Rifle Company

PAC	DPI 4 CHERRY POINT
013	Hq&HqSq AirFMFLant
014	2ndMAW
016	MAG 31
413	MCABs Eastern Area Cherry Point
511	MAD Patuxent River
612	MADs (less MAD Patuxent River)
711	MARTC (incl MARTDs)

PAC	DPI 5 EL TORO
002	AirDelPlt H&S Bn 3rd Force Service Regiment
011	AirFMFPac (less 1MAW and 3MAW) (incl AirFMFPac Aug Pers MCAAS Mojave and MATCU 65)
012	1stMAW (less AirDelPlt H&S Bn 3rd Force Service Regiment)
015	3rdMAW
411	MCABs West Coast
811	Avn Repl Bns

PAC	DPI 7 QUANTICO
081	MC Test Unit
102	Overseas Security Forces
103	Other East Coast Posts and Stations
302	MCSA Philadelphia
304	MCSC Albany
405	HqBn HQMC Wash Area (incl 54005, 54008, 54009 and 54010)
407	MCRRDs (less I-I Stfs)
415	HMX 1
501	Hq ALFORSOEUR MB NavAct Naples
605	MCS Quantico (less MC Test Unit)
611	MCAS Quantico (less HMX 1)
701	I-I Staffs
901	HqBn HQMC Outside Wash Area (incl 54011, 54012, 54013, 54014 and 54015)

PAC	DPI 15 SAN DIEGO
404	Recruiting Area Accounts
603	MCRD San Diego

PAC	DPI 8 SAN FRANCISCO
103	DofP Units, less MCSFA, Hq DofP and MB TI
201	Ships & Flag Allowances
301	MCSFA San Francisco
305	MCSC Barstow
403	Hq DofP and MB TI (incl 55001, 55014, 55015, 55016, 55017, 55018, and 55019)
404	Recruiting Area Acct (87010)
407	MCRRD (less I-I Staffs (87001)
601	HqDet LFTU Coronado
701	I-I Staffs

PAC	DPI 11 PARRIS ISLAND
103	MD Hq CinC LantFlt
201	Ships and Flag Allow
404	Recruiting Area Accts
601	HqDet LFTU Little Creek
602	MCRD Parris Island

PAC	DPI 25 MOBILE CAMPEN
002	1stMarDiv Reinf
005	Force Troops FMFPac

5. Listing Arrangement (Sequence):

a. The report is to be prepared in two section, each section to contain information as follows:

(1) Body Section (Reporting Unit Level)

The body of the report will result from a summarization by strength category, spreading the totals of data prescribed, within each reporting unit for each command on which the report is prepared. The listed strength category summary cards will be divided into a "Joined Group" which will include personnel enroute within the command, and an "Enroute Group" (enroute between commands with an EDA after the end of the report month), each group to be tabulated in strength category sequence. The enroute group strength categories will be identified on the report by the letter "E" which is to appear to the left of the listed strength categories to which it applies.

Summary cards for the body section of the report will be listed in sequence by reporting unit, within reporting unit by strength categories of joined personnel followed by strength categories of enroute personnel

Minor totals will be printed for each reporting unit to show the totals of data spread for the "Joined" categories and the totals of data spread for the "enroute categories.

(2) Recapitulation Section (Command Level)

The recapitulation section of the report will result from a tabulation by strength category in each group (Joined and enroute) for the over-all command of the summary cards produced by the reporting unit level tabulation.

Summary cards of the recapitulation section will be listed in strength category sequence within the joined and enroute groups for the command.

Minor totals of the data spread will be shown for the joined categories of the command and for the enroute categories of the command.

NOTE: DPIs which process contracts from recruiting stations will cut off the Suspense Joining File after all contracts executed in the month of the report have been processed and initial accounting cards merged therein, and after all joinings at the Recruit Depot for the same month have been removed therefrom. This file will be summarized for one summary card with "M" strength category and the letter "S" punched in column 13. It will be listed on the recapitulation page, six (6) lines below the last enroute strength card. This card will represent recruits who have been enlisted or inducted in the month for which this report is prepared but who have not yet been joined at the recruit depot. This is done to obtain more nearly complete coverage of all personnel on active duty in OSS reports as a check on accuracy of the overall HQMC strength file.

6. Number of Report Copies Required by HQMC:

a. The Organization Strength Summary Report will be forwarded as an original and one copy for each command to CMC (Code DGB)

7. Control Date:

a. The report will be prepared as of the last day of each calendar month and is due at HQMC on the 15th day of the month following the month for which it is prepared, e.g., 31 January report is due on or before 15 February.

8. Card Submission:

a. The Organization Strength Summary Report summary cards will be forwarded to CMC (Code DGB) under separate cover.

Report or Process Title

Organization Strength Summary Report
(MC-1300-03)

Job Procedure No. 1211

STEP AND OPERATION DESCRIPTION

1. After all accounting cards (including dropped personnel) have been accumulated for a command they are removed from the reports file and sorted into service number sequence. (These are Marine Corps and Navy personnel only). Personnel of other services are returned to the reports file. Cards to step 2.

2. Cards from step 1 are sequence checked on service number, selecting all duplicates. Duplicates are given to the Chief Analyst to reconcile. Resolved cards and singles to step 3.

3. Cards from step 2"

1st SORT - Numeric sort 1st digit type of change. Cards in 9 pocket (losses) to drop file. Cards in 5 and 7 pockets to 2nd sort. Label remaining cards as group "A" and forward to 5th sort.

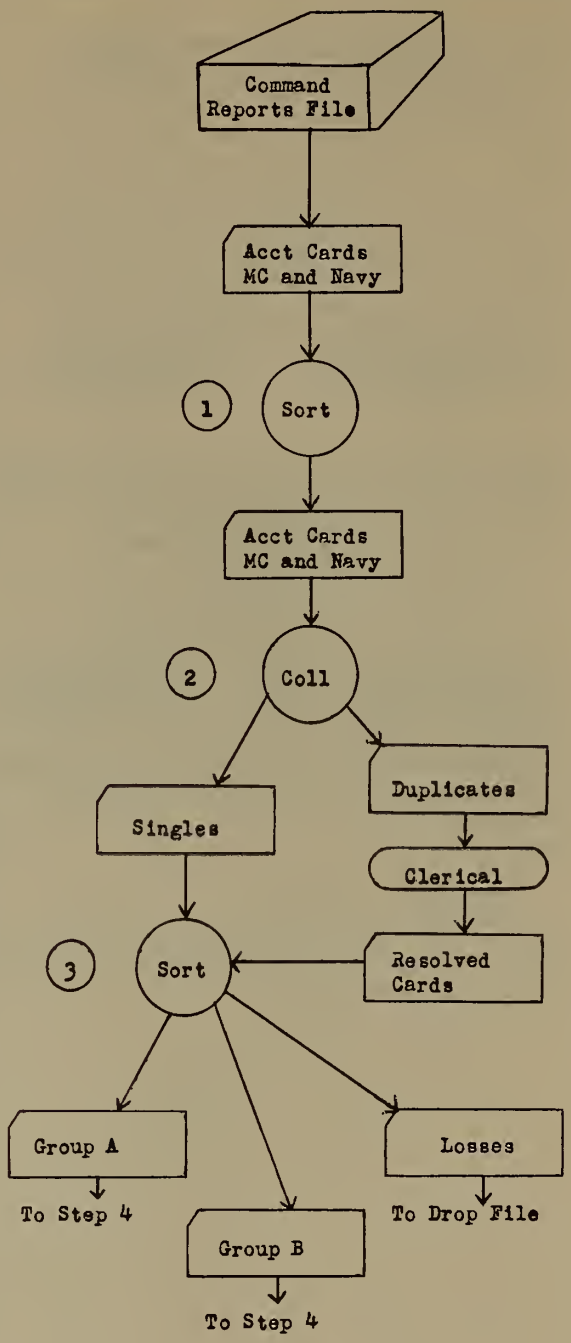
2nd SORT - Zone sort 2nd digit type of change. Cards in 12 and 11 pockets (enroutes between command) to 3rd sort. Remaining cards represent enroutes within the command-combine with Group "A" cards from 1st sort.

3rd SORT - Alpha sort month of EDA. Cards with any month later than the month for which report is being prepared will be labelled group "B" and held for 5th sort. Remaining cards to 4th sort.

4th SORT- Numeric sort date of change. Cards dated last day of the month for which report is being prepared combine with Group "B" cards from 3rd sort. Remaining cards to drop file.

5th SORT - Numeric sort Groups "A" and "B" on reporting unit, keeping each group separate. Assemble by Personnel Allocation Code (PAC) group and forward to 6th sort.

6th SORT - Alpha sort group "A" and then group "B" into strength category sequence. Forward "A" and "B" groups of each PAC to step 4.



Report or Process Title

Organization Strength Summary Report (MC-1300-03)

Job Procedure No. 1211

STEP AND OPERATION DESCRIPTION

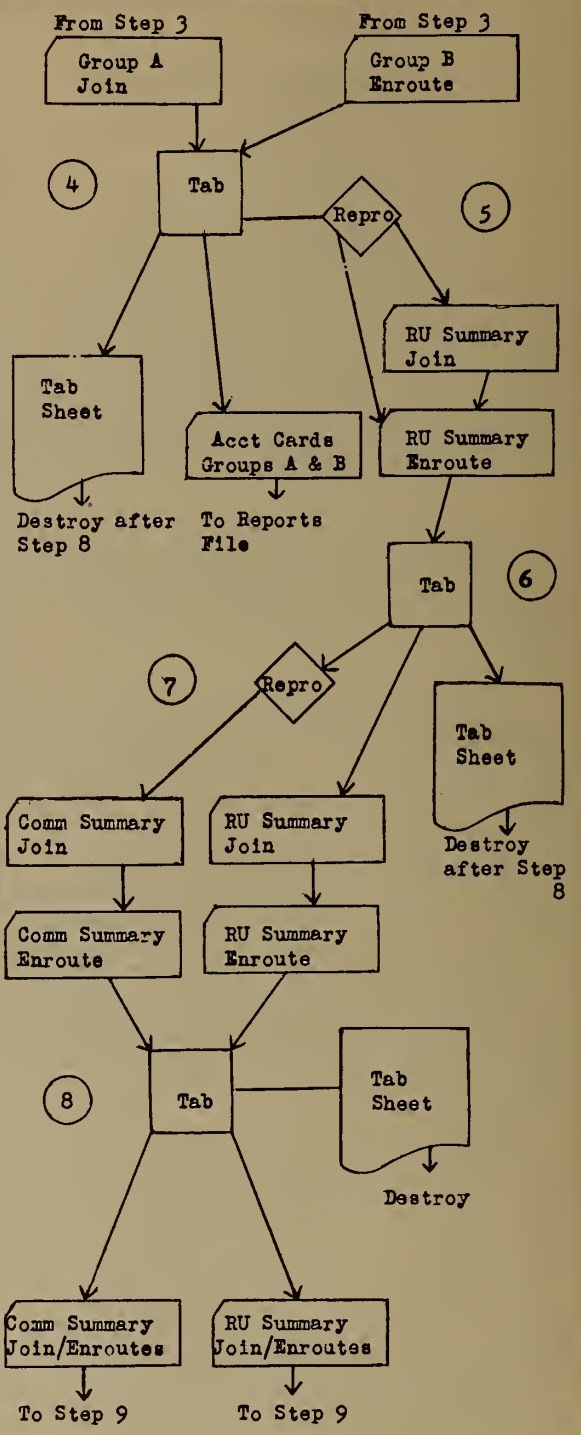
4. Accounting cards from step 3. Tabulate Group "A", then Group "B" from step 3, with minor control on strength category and/or reporting unit, cutting a summary card for each minor. Hold tab sheets until step 8 balances, then destroy. Accounting cards to reports file.

5. Summary cut a blue top 5081 card for each strength category, gang punching the following information into all summary cards:

1. Card col 1, alpha month code (as of month of report).
2. Card cols 14-16, three digit PAC code.
3. Card col 80, card identification.

Gang punch an "E" into column 13 on all ENROUTE summary cards. After each group of cards has been summarized remove the summary cards from the reproducer. Retain the identity and sequence of the summary cards and forward them to step 6. Place header cards aside. For format of summary card see Para 5150. PATM.

6. Tabulate joined then enroute summary cards from step 5. Minor control on strength category. Hold tab sheet until step 8 balances. RU summaries to step 8.



Report or Process Title

Organization Strength Summary Report
(MC-1300-03)

Job Procedure No. 1211

STEP AND OPERATION DESCRIPTION

7. Summary cut a red top 5081 card for each strength category for joined and enroute, gang punching the following information into all summary cards:

1. Card col 1, alpha month code (as of month of report)
2. Card cols 2-6, Command Code
3. Card cols 14-16, 3 digit PAC code
4. Overpunch col 16 with an X
5. Card col 80, card identification

NOTE: Misc commands will be gang punched 99999, MCRRDs and I-I Stfs 80000 and Ships and Flags 50000.

Gang Punch an "E" into col 13 of all enroute summary cards.

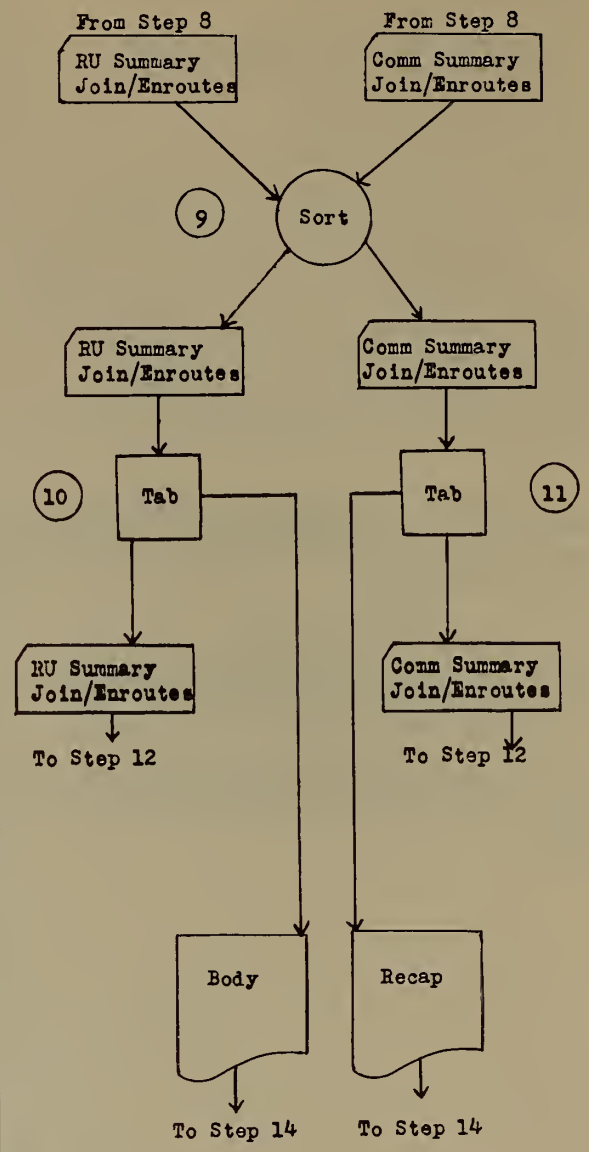
Sight check col 16 for an X - if it does not sight do not proceed until each command summary card has an X in column 16. Command summaries to step 8.

FOR DPIs WHICH PROCESS ENLISTMENT CONTRACTS FROM RECRUITING STATIONS, SUMMARIZE ONE RED TOP 5081 CARD FOR SUSPENSE JOINING FILE, GANG PUNCHING ALPHA MONTH CODE IN COL 1; COMMAND CODE IN COLS 2-6; THREE DIGIT PAC CODE IN COLS 14-16; AND "S" IN COLUMN 13, WITH OVERPUNCH X IN COL 16. SUMMARY CARDS TO STEP 11 - ACCOUNTING CARDS TO DROP FILE. Para 5150,PATM

8. Tab (last card total) all RU summary cards. Tab (last card total) all command summary cards. Total of each must be the same . Cards to step 9.

9. Cards from step 8.
REPORTING UNIT SUMMARIES ONLY - (Each PAC group separate) alpha sort col 17. Then alpha sort col 13. Numeric sort cols 6-2. Cards to step 10.
COMMAND SUMMARIES ONLY - (Each PAC group separate) alpha sort col 17. Then alpha sort col 13. Cards to step 11.

10. List RU summaries from step 9. Total Minor on RU and or "E" in col 13. Listing to step 14. Summary cards to step 12.



Report or Process Title

Organization Strength Summary Report (MC-1300-03)

Job Procedure No. 1211

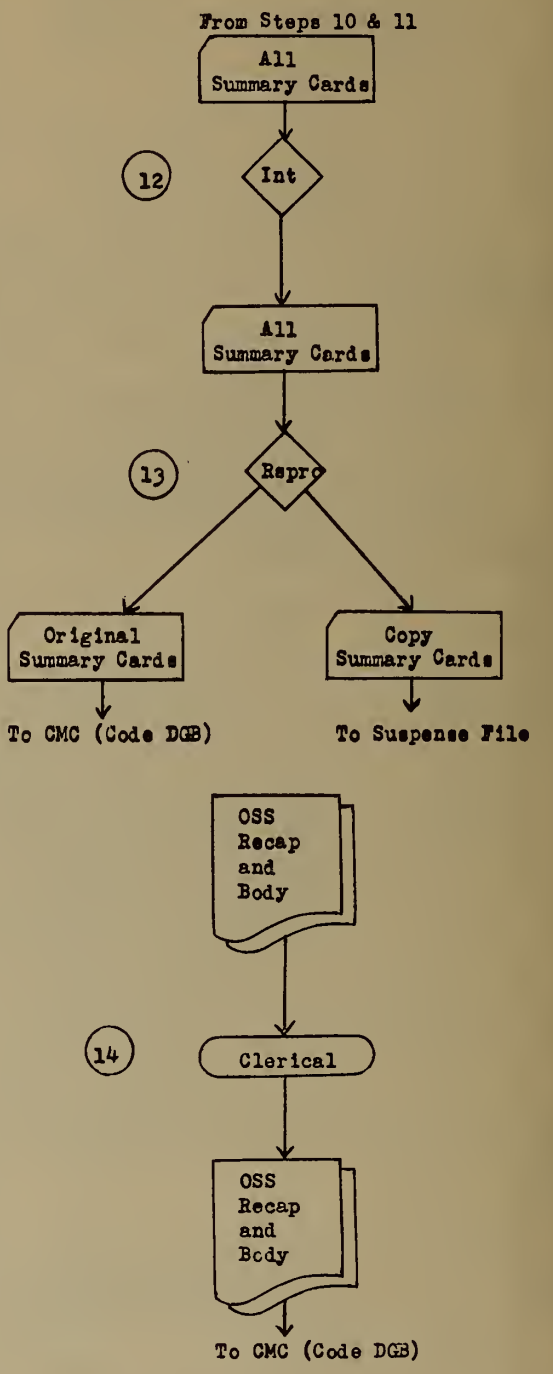
STEP AND OPERATION DESCRIPTION

11. List the command summaries from step 9, controlling Minor on "E" and/or command code. (NOTE: For DPIs which process contracts from recruiting stations, list the "M" strength category summary card with "S" punched in col 13 (from step 7) six (6) lines below the last enroute strength card.) Listing to step 14. All summary cards to step 12.

12. Summary cards from steps 10 and 11 are interpreted upper and lower lines. Cards to step 13. See Para 5150 PATM for interpreting instructions.

13. Reproduce summary cards. Originals to step 14. Reproduced cards to suspense file. This file may be destroyed upon return of OSS tally sheet from (CMC Code DGB).

14. Prepare title sheet, organizational sheet - book, sign and release report and cards.



ORGANIZATION STRENGTH SUMMARY REPORT

Recapitulation Section (Command Level)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
20000			103	499	93	497		10	2	9	20			3	51	9	10
		4	2	8	2	8					1						
		L		1		1											
		0		1		1											
			105	509	95	507		10	2	9	21			3	51	9	10
	E		8	8	6	8		2						1			1
	E	H		1		1											
			8	9	6	9		2						1			1

NOTES:

(1) On the report a numeric zero which indicates chargeable is supressed.

(2) A Total line will appear for each listed strength category.

(3) Total line of all joined strength categories will follow listing of joined strength categories.

(4) Total line of all enroute strength categories will follow listing of enroute strength categories.

(5) Personnel enroute within a command will be counted with the joined strength categories as appropriate and will not be identified as enroutes.

COLUMN	ITEM OF INFORMATION
1	Reporting Unit or Command Code
2	Enroute Personnel "E" or Recruits "S"
3	Strength Category
4	Total Marine Officer Strength
5	Total Marine Enlisted Strength, less component H, K and Q
6	Total Ground Cfficers
7	Total Ground Enlisted, less component H, K and Q
8	Total Aviation Ground Officers
9	Total Naval Aviator Officers
10	Total Aviation Enlisted, less component H, K and Q
11	Total Reserve Officers
12	Total Reserve Enlisted, less component H, K and Q
13	Total Active Duty Trainees, Ground, component H, K and Q
14	Total Active Duty Trainees, Aviation, component H, K and Q
15	Total Women Officers
16	Total Women Enlisted
17	Total Naval Officers
18	Total Naval Enlisted

ORGANIZATION STRENGTH SUMMARY REPORT

Body Section (Reporting Unit Level)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
20002			90	199	80	197		10	2	7	9					9	10
		4	2	6	2	6					1						
			92	205	82	203		10	2	7	10					9	10
	E		6	6	4	6		2									1
			6	6	4	6		2									1
20003			7	182	7	182					9						
		4		1		1											
		L		1		1											
			7	184	7	184					9						
	E		1	2	1	2											
	E	H		1		1											
			1	3	1	3											
20004			3	51	3	51				2	1			3	51		
			3	51	3	51				2	1			3	51		
	E		1		1									1			
			1		1									1			
20005			3	67	3	67					1						
		4		1		1											
		0		1		1											
			3	69	3	69					1						

1. Personnel Job Procedure Number 1212.

2. Report Title - NAVY PERSONNEL ASSIGNMENT LISTING (Reports Symbol MC-1300-06).

3. GENERAL - Upon completion of the Organizational Strength Summary Report all cards on Navy personnel are placed in a "Navy Personnel Assignment Listing Hold File" with the exception of Navy personnel dropped between command This report consists of a tabulation by Officer Designator Code and on enlisted personnel by the Classification Code a listing of the officers and enlisted personnel by reporting unit.

4. Coverage:

a. The report will cover all Navy personnel assigned to active duty with Marine Corps units within the accounting jurisdiction of each Data Processing Installation.

b. The report is to be prepared in two sections, each section to contain information as follows:

BODY SECTION:

(1) The body of the report is to contain a listing of accounting cards spreading the personnel information as shown in sample listing.

(2) Within the body of the report a minor total of officers and a minor total of enlisted will be shown, with a major total by unit, and a final total at the end of the listing.

RECAPITULATION SECTION:

(1) The recapitulation section of the report is to contain a tabulation by Officer Designator Code (MOS equivalent), spreading rank totals and a tabulation by Enlisted Classification Code (MOS equivalent), spreading rank totals.

(2) The above tabulations to be further split so as to enable the using agency to determine the number of officers or enlisted serving with FMF units and Non-FMF units. This is to be accomplished by breaking the group on the first digit of the Reporting Unit for ground units and the first two digits of the Reporting Unit for aviation units.

(3) Within the recapitulation section of the report an overall total of the personnel will be shown for the Marine Corps MOS equivalent for each group (FMF and Non-FMF) described in sub-paragraph 2 above.

5. Listing Arrangement (Sequence):

a. Body Section

The listing sequence of accounting cards for the body section of the report is "Officer (alpha) followed by Enlisted (alpha)" within each reporting unit.

b. Recapitulation Section

The tabulation sequence of the recapitulation section will be accomplished as follows:

(1) Group all cards within accounting jurisdiction and then separate FMF and Non-FMF Units.

(2) Each group under sub-paragraph (1) above will then be arranged in sequence by the Marine Corps MOS equivalent (Officer Designator Code/Enlisted Classification Code.

(3) Separate officers from enlisted, FMF and Non-FMF, e.g.,

Officers, FMF
Officers, Non-FMF
Enlisted, FMF
Enlisted, Non-FMF

6. Number of Report Copies Required by HQMC:

a. Original and three (3) copies to CMC (Code DGB).

7. Control Date:

a. The report will be prepared as of the last day of each calendar month.

b. The report is due at Headquarters, U. S. Marine Corps on the fifteenth day of the month following the month for which it is prepared.

8. Card Submission:

a. None.

Report or Process Title

Navy Personnel Assignment Listing
(MC-1300-06)

Job Procedure No. 1212

STEP AND OPERATION DESCRIPTION

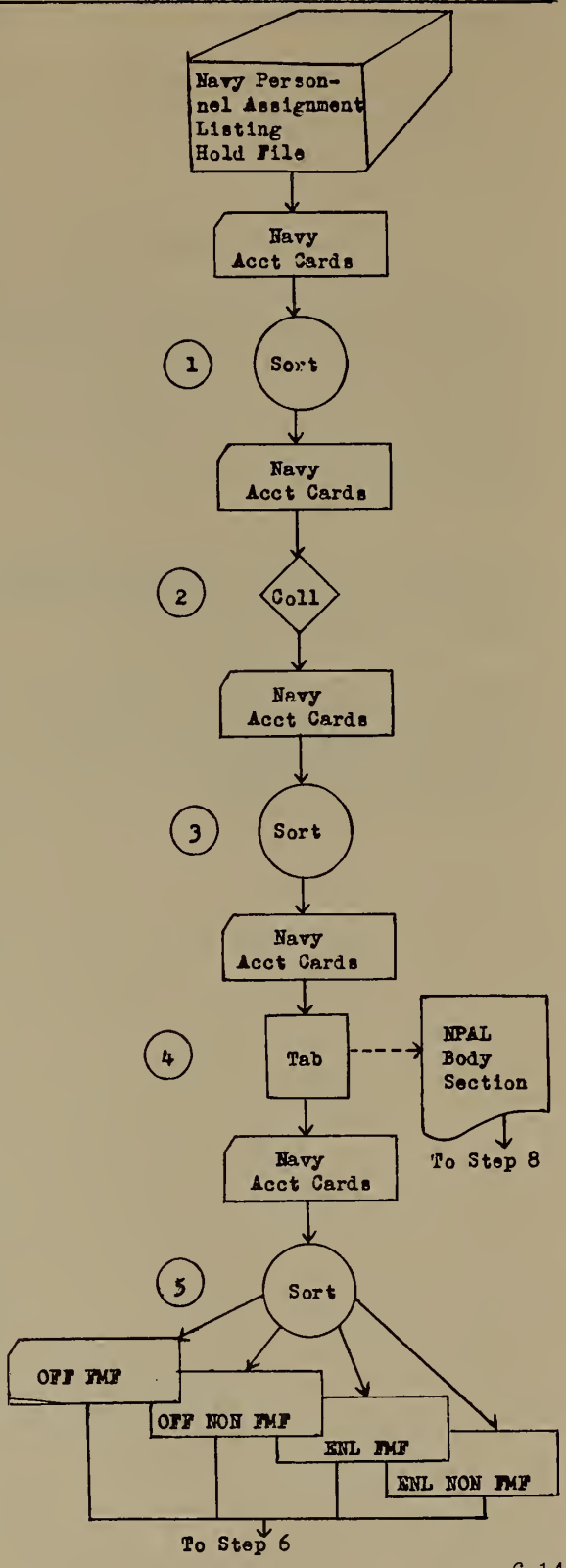
1. Cards on Navy personnel (Do not include personnel dropped between commands) are sorted ten (10) columns alpha name. Cards to step 2.

2. Cards from step 1. Sequence check cards on thirteen (13) columns name alpha, selecting duplicates. Duplicates to Chief Analyst for research. Singles from collator and Chief Analyst to step 3.

3. Cards from step 2. Separate officers from enlisted - place officers in front of enlisted and sort on Reporting Unit. Cards to step 4.

4. Cards from step 3. Prepare a listing controlling minor on rank code (1st digit) major on reporting unit and a last card total. Cards to step 5. Listings to step 8.

5. Cards from step 4. Separate FMF Units from Non-FMF units; then sort each group separately on Marine Corps MOS equivalent (Officer Designator Code or Enlisted Classification Code as appropriate); and then separate officers from enlisted in the FMF and Non-FMF groups. Four (4) groups labelled "OFF FMF", "OFF NON-FMF", "ENL FMF" and "ENL NON-FMF" to step 6.



Report or Process Title

Navy Personnel Assignment Listing
(MC-1300-06)

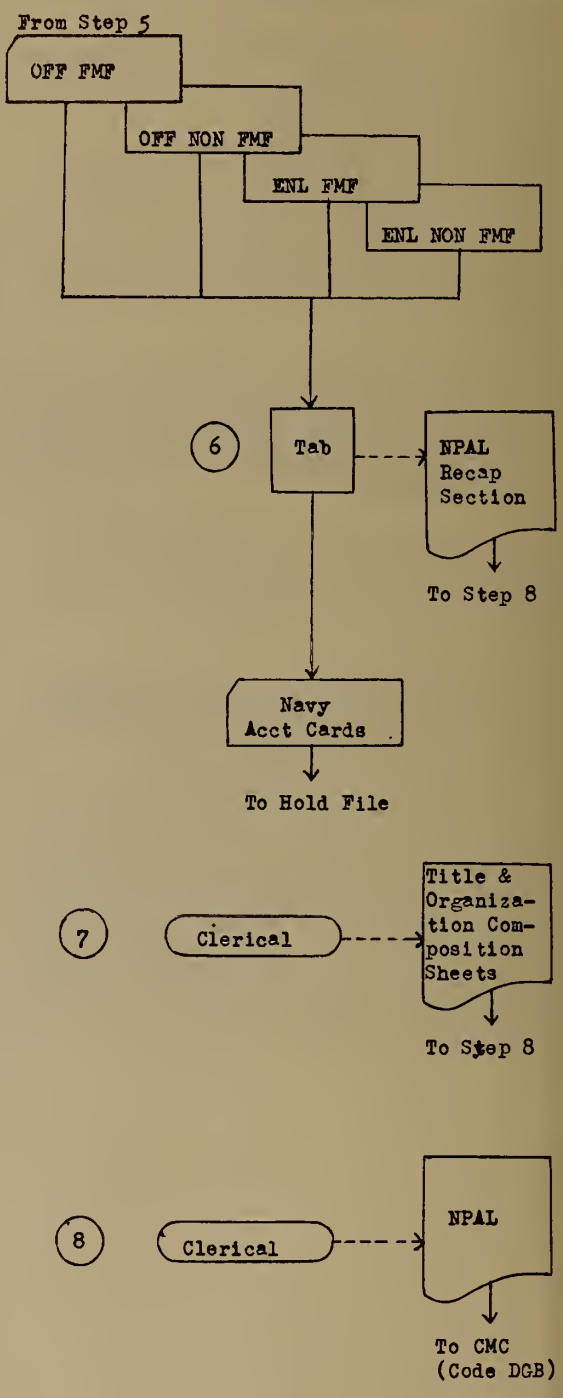
Job Procedure No. 1212

STEP AND OPERATION DESCRIPTION

6. Cards from step 5. Prepare a separate tabulation for each group. Control on Officer Designator Code and Classification Code, spreading rank, also a last card total with rank spread. Headings for each group will precede recapitulation. See sample listing. Cards are returned to the hold file. Tabulations to step 8.

7. Prepare title section and organizational composition sheets either from header cards or by typewriter. Title section and organizational composition sheets to step 8.

8. The listings from step 4, tabulations from step 6 and title section and organizational composition sheets from step 7 are assembled and forwarded to CMC (Code DGB) as an original and three (3) copies.



NAVY PERSONNEL ASSIGNMENT LISTING

Recapitulation Section

1	23	4	5	6	7	8	9	10	11	12	13	14	15	16
OFFICERS FMF														
			1620	1					1					
			2100	2							2			
			4100	2				1			1			
			8172	2										2
				7				1	1		3			2

NOTE: A total of four (4) separate recapitulation sections are possible in this procedure, e.g., OFFICERS FMF, OFFICERS NON-FMF, ENLISTED FMF, and ENLISTED NON-FMF.

COLUMN	ITEM OF INFORMATION
1	Last Name/Recapitulation Title
2	First Initial
3	Second Initial
4	Rank Code
5	Officer Designator/Enlisted Classification Job Code
6	Service Number/Total
7	E9 Total
8	E8 Total
9	E7 Total
10	06/E6 Total
11	05/E5 Total
12	04/E4 Total
13	03/E3 Total
14	02/E2 Total
15	01/E1 Total
16	CWO/WO Total

Body Section

BELIVEAU	E	05	1620	596414	00103
LILLY	AJ	W1	8172	597103	00103
				2	
ALIEN	DE	E6	0000	3430038	00103
				1	
				3	
BREIDENSTINE	G	03	2100	612432	00303
				1	
POFF	RG	E5	8752	7830759	00303
				1	
				2	
				5	

1. Personnel Job Procedure Number 1213.

2. Report Title - REPORT OF REPORTING UNIT PERFORMANCE (Reports Symbol MC-1080-05)

3. GENERAL - The analyst maintains a count of errors detected and items reported during unit diary processing for each reporting unit. Errors detected will be recorded on a reporting unit error sheet. Running totals will be maintained and immediately following processing of cut off diaries (diaries dated the last day of the month), accumulated monthly totals of all errors will be submitted to the Chief Analyst for execution of this procedure. The resulting report will be utilized for the purpose of establishing standards of accuracy and currency of reporting and for evaluating the relative efficiency of commands and reporting units therein with a view toward improving efficiency. The report is released by the Data Processing Officer to the Commander exercising accounting jurisdiction for his signature and submission to HQMC.

4. Coverage:

a. The commands on which the report is required are the same as required for the Organizational Strength Summary Report (JP 1211).

b. The report will cover those items of personnel information reported late, incomplete or erroneously by the reporting units. Do not consider as "Items Reported Late" those items reported "as of" solely because of intervening non-work days.

c. To accomplish this report, each analyst will record for each unit a count of errors by type which he encounters during diary processing and a count of the number of persons on whom entries were reported, as detailed in paragraph 3510, PATM. This count will be tallied at the end of the month and the totals entered on a reporting unit error sheet by the analyst.

d. At the end of each processing month, the tally sheet for each reporting unit will be collected from each analyst by the Chief Analyst, to be key punched as the "Report of Reporting Unit Performance Summary Cards", from which the report will be prepared. See paragraph 5160, PATM.

5. Listing Arrangement (Sequence):

a. The report will be prepared in command structure sequence. In most cases reporting unit code will accomplish this arrangement. Otherwise locally devised arranging codes are to be used.

b. On the groups which do not constitute an actual command, reporting unit code sequence will be used.

c. The report for each command will contain a listing of the Report of Reporting Unit Performance Summary Cards spreading the information and data as shown in the sample listing.

d. Within the report, minor totals of the data spread will be shown for Battaltions or separate units, major totals of the data spread will be shown for Regiments and similar levels and a final total of the data spread for the overall command. (The final total to result from a tabulation of the summary cards.)

e. Header cards will be inserted between Regiments, and separate Battalions and other intra-command groupings for identification, total purposes, and percent of error information.

NOTE: Commands are encouraged to utilize this report for information as to areas where improvement is necessary or for local dissemination to increase competitive efforts toward efficiency.

6. Number of Report Copies Required by HQMC:

a. The original of the report will be submitted to CMC (Code DFB).

b. Additional copies will be prepared and delivered to the commands concerned with necessary information regarding the significance of the report.

7. Control Date:

a. The report is due at HQMC on the 20th day of the month following the month for which it is prepared, e.g., the 31 January report is due 20 February.

8. Card Submission:

a. None.

JOB PROCEDURE FLOW CHART

Report or Process Title

Report of Reporting Unit Performance
(MC-1080-05)

Job Procedure No. 1213

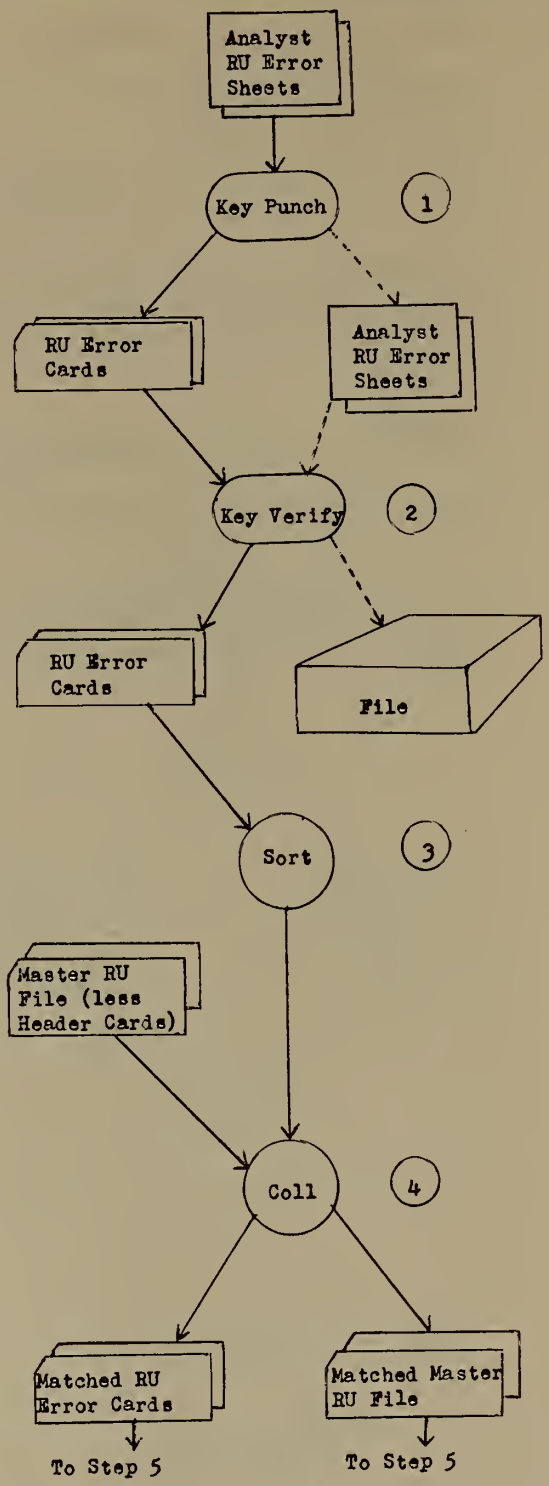
STEP AND OPERATION DESCRIPTION

1. Upon receipt of the Analyst Reporting Unit Error Sheets they are key punched. Error sheets and resulting Reporting Unit Error Cards to step 2.

2. Reporting Unit Error Cards from step 1 are verified. The Analyst RU error sheets to be filed. Cards to step 3.

3. Cards from step 2 are sorted into reporting unit sequence. Cards to step 4.

4. The sorted RU Error Cards from step 3 are matched on reporting unit against the Master RU File. Any unmatched cards are researched to find the cause. There must be one RU Error Card for each Master RU File Card. Corrected unmatched cards are refiled in the matched files so that the two files are card for card. Cards to step 5.



Report or Process Title

Report of Reporting Unit Performance (MC-1080-05)

Job Procedure No. 1213

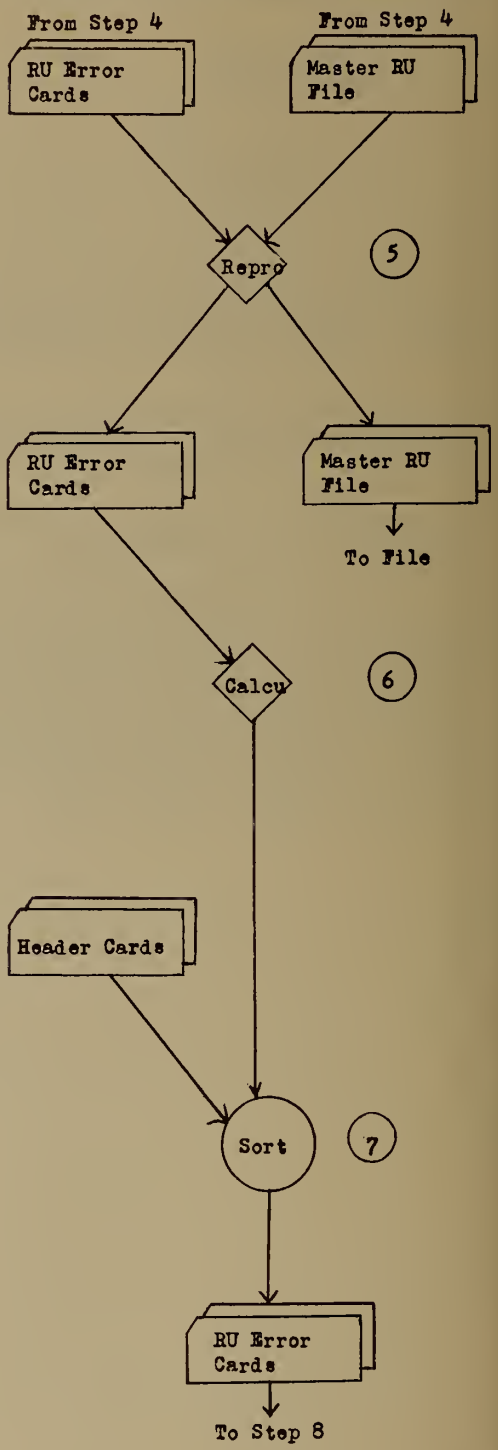
STEP AND OPERATION DESCRIPTION

5. Compare on reporting unit and reproduce unit designation (1-25) from the Master RU File into RU Error Cards. Return the Master RU File to file and the RU Error Cards to step 6.

6. NOTE: This step to be performed only by those DPI's equipped with calculating punch.

Calculate percentage of error for each RU. Cards to step 7.

7. Combine header cards (battalion, regiment, etc.) with RU Error Cards. Sort on Command Structure Sorting Code. Cards to step 8.



Report or Process Title

Report of Reporting Unit Performance
(MC-1080-05)

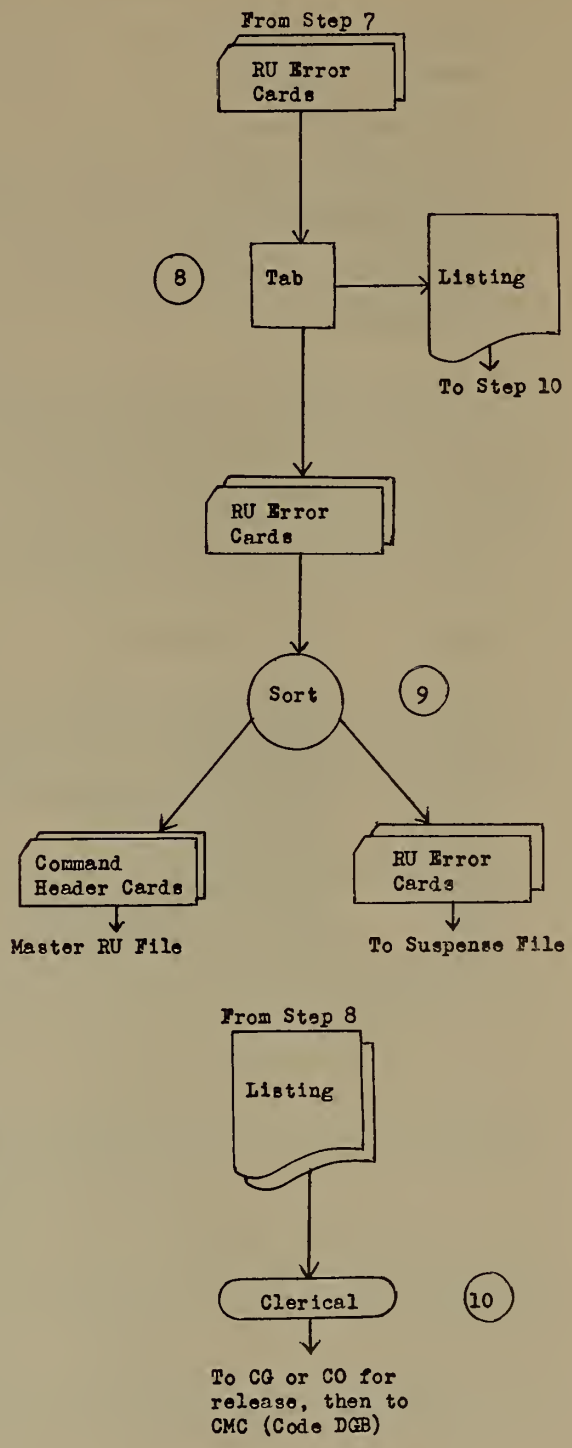
Job Procedure No. 1213

STEP AND OPERATION DESCRIPTION

8. RU Error Cards are listed with a minor total on Battalions or Separate Units. Intermediate totals for Regiments and similar levels, and a retabulation Auto-last card total on Commands. Listings to step 10. Cards to step 9.

9. RU Error Cards from step 8 are sorted on control X to separate header cards from RU Error Cards. Header cards to RU Master File. RU Error Cards to Suspense File.

10. Listings from step 8 are carbon stripped, paper burst and assembled. The original report is released by the DPO to the Commander exercising accounting jurisdiction for his signature and submission to CMC. Additional copies will be prepared as required by commands concerned.



REPORT OF REPORTING UNIT PERFORMANCE

RECRUITING PERSONNEL	1	2	3	4	5	6	7	8	9	10	11
RCTG 1ST MCRRD GARDEN CITY						1	1	2	151		6
RCTG 4TH MCRRD PHILA PA							1	1	125		5
RCTG 5TH MCRRD WASH D C									57		3
RCTG 6TH MCRRD ATLANTA GA						1	1	2	71		2
RCTG 9TH MCRRD CHICAGO						1	3	4	232		15
						3	6	9	636		31
						3	6	9	636		31

COLUMN	ITEM OF INFORMATION
1	Name Errors
2	Service Number Errors
3	MOS Errors
4	Rank Errors
5	Component/Class/Reserve Status Errors
6	Incomplete Remarks
7	Miscellaneous Errors
8	Total Errors
9	Total Items Reported
10	Reporting Unit Percentage of Error
11	Total Items Reported Late

1. Personnel Job Procedure Number 1220.

2. Report Title - SUSPENSE JOINING FILE

3. GENERAL - This procedure is directly tied in with the Recruiting Station Enlistment Contract Processing procedure (JP 1108). Coordination of execution of these procedures must be assured.

The Suspense Joining File is formed by accumulating duplicates of accession type accounting cards, prepared by off-set reproduction from static cards resulting from coded Enlistment Contracts or Records of Induction. The Suspense Joining File is used to compare the information contained in the recruit joining card that is prepared from the joining entry shown on the Recruit Depot reporting unit diary. This will insure that all three cards prepared on recruits (static, accession type accounting card and the Recruit Depot joining card) are all identical in common information.

A Suspense Joining File card remaining unmatched past a reasonable length of time must be researched to discover the reason why a recruit joining card has not matched it yet. A search for unduly old cards is made weekly on a day specified by the DPO. The recruit Depot reporting unit joining cards that are unmatched represent persons joined by the Recruit Depot for whom no contract has been processed, or for whom different standard identifying information has been reported by the contract. This situation must be resolved by requiring the reporting unit to bring its report of joining into agreement with the contract. This job procedure is designed for those DPIs that process enlistment contracts and records of induction from recruiting station.

4. Coverage:

a. An accession type accounting card is present in the Suspense Joining File for each enlistment contract and record of induction received at the DPI from recruiting stations (contracts and records of induction of persons being transferred to an activity other than the Recruit Depot are processed as a separate group under Job Procedure 1201 - Analyst File Processing, Active Duty USMC).

b. Joining type of change accounting cards of recruits are accumulated for comparison against the Suspense Joining File.

c. In the case of unmatched joining type of change accounting cards of recruits, the following steps will be taken to insure that accession type of change cards and static cards of recruits (where appropriate) have been forwarded to HQMC prior to the forwarding of the joining type of change accounting card.

(1) If the unit diary entry indicates a contract should have been processed, steps to locate the contract will be taken. Accounting cards in this category are not to be released to the HQMC Forwarding Daily Hold File until an accession type accounting card and static card have been released to the HQMC Forwarding Daily Hold File.

(2) If the unit diary entry indicates a contract should <u>not</u> have been processed, card will be researched further to determine whether or not the individual is a reservist ordered to Extended Active Duty (EAD). In such cases, cards will be corrected to reflect assignment to extended active duty type of change and released to the HQMC Forwarding Daily Hold File.

(3) If the joining type of change accounting card of the recruit is an H6, E6, EF or EO (assignment to EAD types of change), a matching card in the Suspense Joining File is not required. Cards in this category will be released to the HQMC Forwarding Daily Hold File.

5. Listing Arrangement (Sequence):

a. None.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Weekly, immediately prior to the execution of the HQMC Forwarding (Active Duty) USMC procedure (JP 1202).

8. Card Submission:

a. None.

b. While there is no card submission required as a result of this procedure in itself, before recruit joining cards are submitted to HQMC in the HQMC Forwarding (Active Duty) USMC procedure, such cards must be processed in this procedure. In no case will a card be forwarded to HQMC as a recruit joining accounting card without first having been screened in this procedure.

Report or Process Title

Suspense Joining File

Job Procedure No. 1220

STEP AND OPERATION DESCRIPTION

1. The Suspense Joining Hold File will be sequence checked on Comp/Res Status, five columns of name (alpha) and service number. Cards to step 3.

2. The joining recruit accounting cards from the analyst or HQMC Forwarding Hold File are sorted on Com/Res Status, five (5) columns of name (alpha) and service number. Cards to step 3.

3. Joining recruit accounting cards from step 2 are sequence checked on Comp/Res status, five (5) columns of name (alpha) and service number.

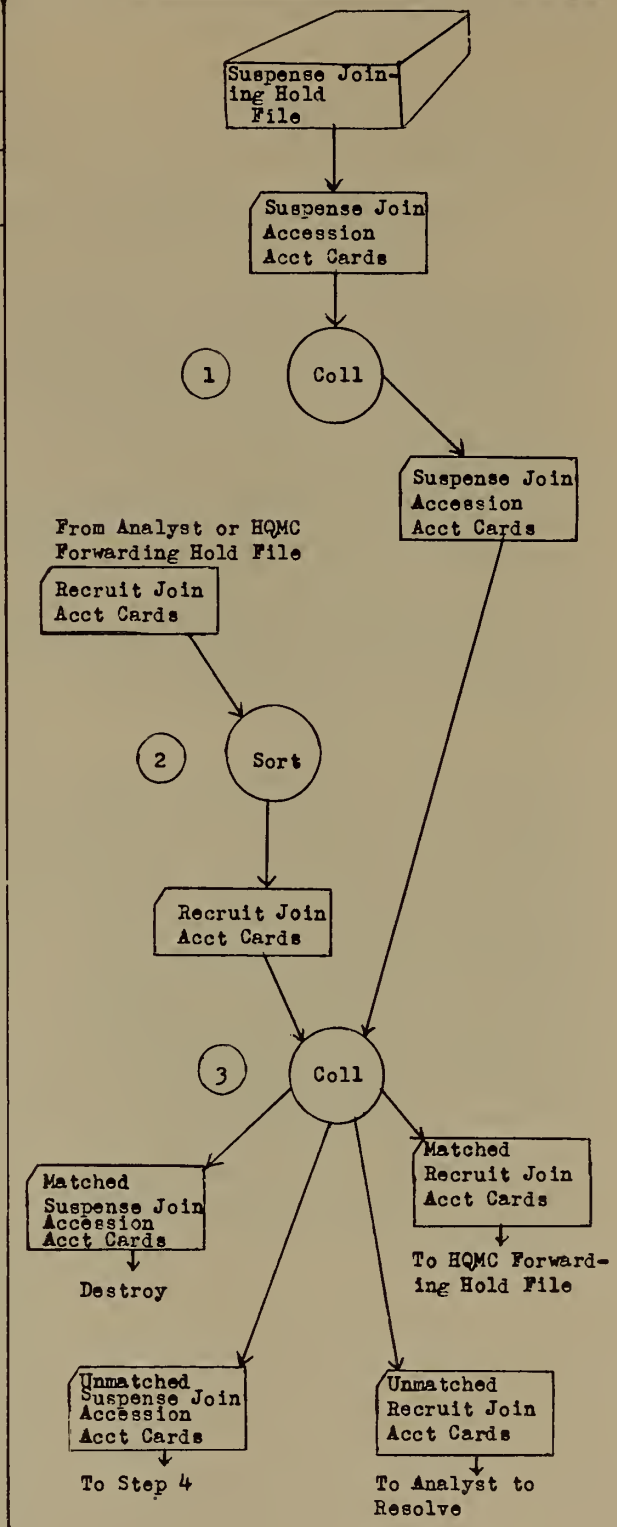
Joining recruit accounting cards are then four pocket matched against the Suspense Joining Hold File.

a. The unmatched joined recruit accounting cards will be forwarded to the analyst. (The analyst must determine if a contract has been processed on each of these. If a contract was processed, a discrepancy is present and must be resolved. If no contract has been processed, steps to locate it must be initiated.)

b. Matched Suspense Joining cards are destroyed.

c. The matched joined recruit accounting cards are forwarded to the HQMC Forwarding Hold File.

d. The unmatched Suspense Joining cards are forwarded to step 4.



Report or Process Title

Suspense Joining File

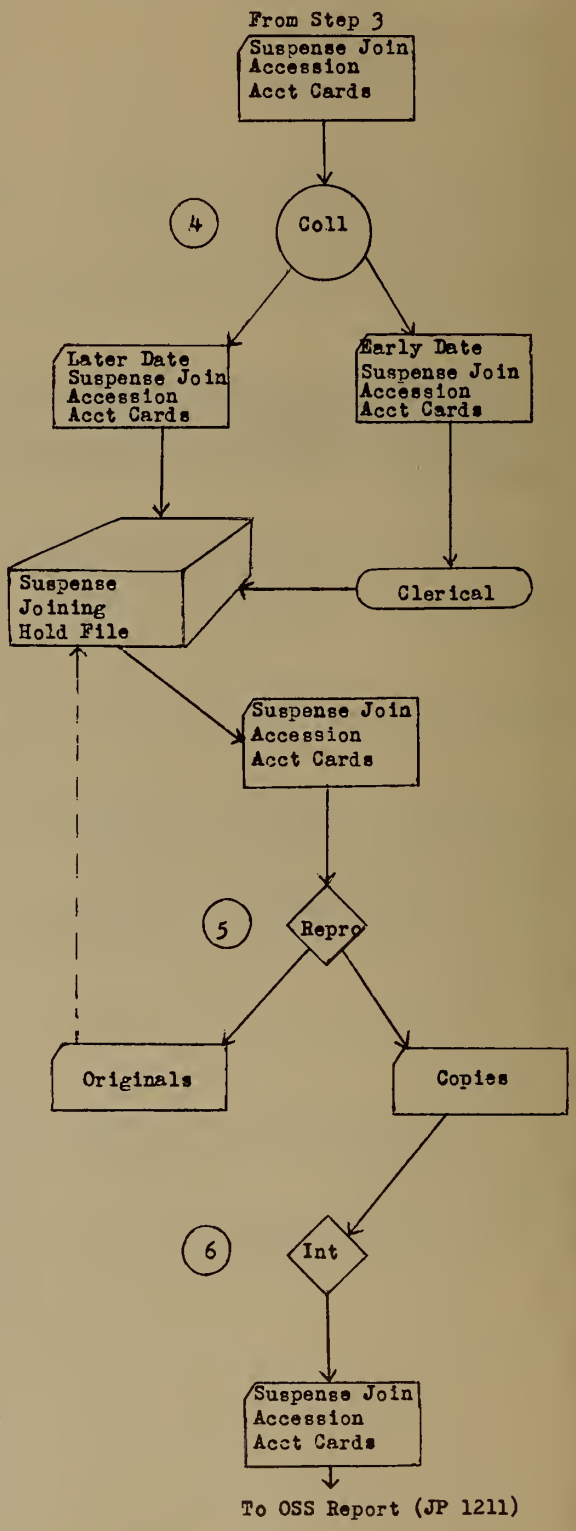
Job Procedure No. 1220

STEP AND OPERATION DESCRIPTION

4. The unmatched Suspense Joining cards from step 3 represent recruits on whom contracts have not been processed but who have not been reported as joined by any RU at the Recruit Depot. On recent accessions this is normal, but this file should be searched at least weekly to select those cards bearing a date of accession that is old enough to warrant presumption that the person should have been reported as joined. Any accession card in this category will be selected and researched by the Chief Analyst to determine why the joining has not been reported. Cards selected will be returned to the Suspense Joining File if found to be correct. Any discrepancies will be resolved by the Chief Analyst. Cards to step 5.

5. At the end of the month, after cut-off diaries from recruiting stations have been received and processed, and recruit joining cards for the same month have been processed against the suspense joining file, the cards remaining in the Suspense Joining File should be those recruit accessions whose joining at a recruit battalion has not been reported. These cards will be reproduced and used in the Organization Strength Summary Report JP 1211. Original cards are returned to Suspense Joining Hold File. Reproduced cards to step 6.

6. Reproduced cards from step 5 will be interpreted upper line and forwarded to JP 1211.



1. Personnel Job Procedure Number 1221.

2. Report Title - ANTICIPATED ACCOUNTS FILE

3. GENERAL - The Anticipated Accounts File consists of duplicate transfer accounting cards received from other Data Processing Installations, prepared under Job Procedure 1201.

At the option of the DPO the Anticipated Accounts File content may be extended to include duplicate transfer accounting cards within the accounting jurisdiction of the DPI.

This file will be searched monthly for cards containing months of EDA which indicate that the individuals should have been joined. If any are present, they will be researched to establish their proper status. If complete accounting cards for individuals who have been joined or dropped with skeleton cards are found in the Anticipated Accounts File, those complete cards will be used to complete the skeleton cards within the installation or forwarded to the joining DPI immediately.

During the coding analyst's daily processing of unit diaries, he will use this file to extract the latest card on individuals who are reported as having been joined.

4. Coverage:

a. Accounting cards of all officer and enlisted personnel due to report under the accounting jurisdiction of the DPI.

5. Listing Arrangement (Sequence):

a. None.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Daily.

8. Card Submission:

a. Monthly - Unresolved anticipated accounts cards to CMC (Code ABA-4).

JOB PROCEDURE FLOW CHART

Report or Process Title

Anticipated Accounts File

Job Procedure No. 1221

STEP AND OPERATION DESCRIPTION

DAILY

1. Anticipated Accounts transfer type cards are received daily from other DPIs. These cards are sorted into five (5) columns alpha (name) and within name by service number sequence. Cards to step 2.

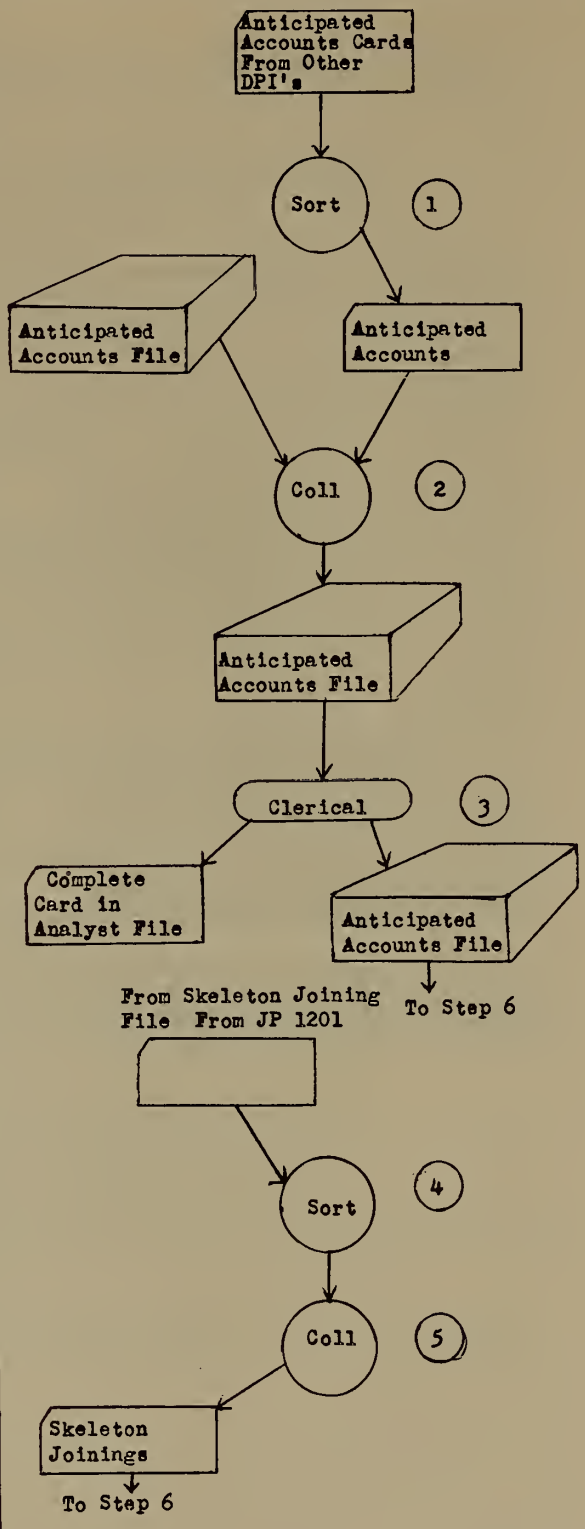
2. Merge the new accounting cards from step 1 into the Anticipated Accounts. Cards to step 3.

3. Retain the Anticipated Accounts File in Alphabetical Sequence and within Alpha Sequence by Service Number for Analyst File Processing of joinings.

WEEKLY

4. Skeleton joinings are received daily from Job Procedure 1201 and accumulated for a week. Weekly they are sorted five (5) columns of name alpha and within name by service number. Cards to step 5.

5. The skeleton joinings from step 4 are sequence checked on name and within name by service number sequence. Cards to step 6.



Report or Process Title

Anticipated Accounts File

Job Procedure No. 1221

STEP AND OPERATION DESCRIPTION

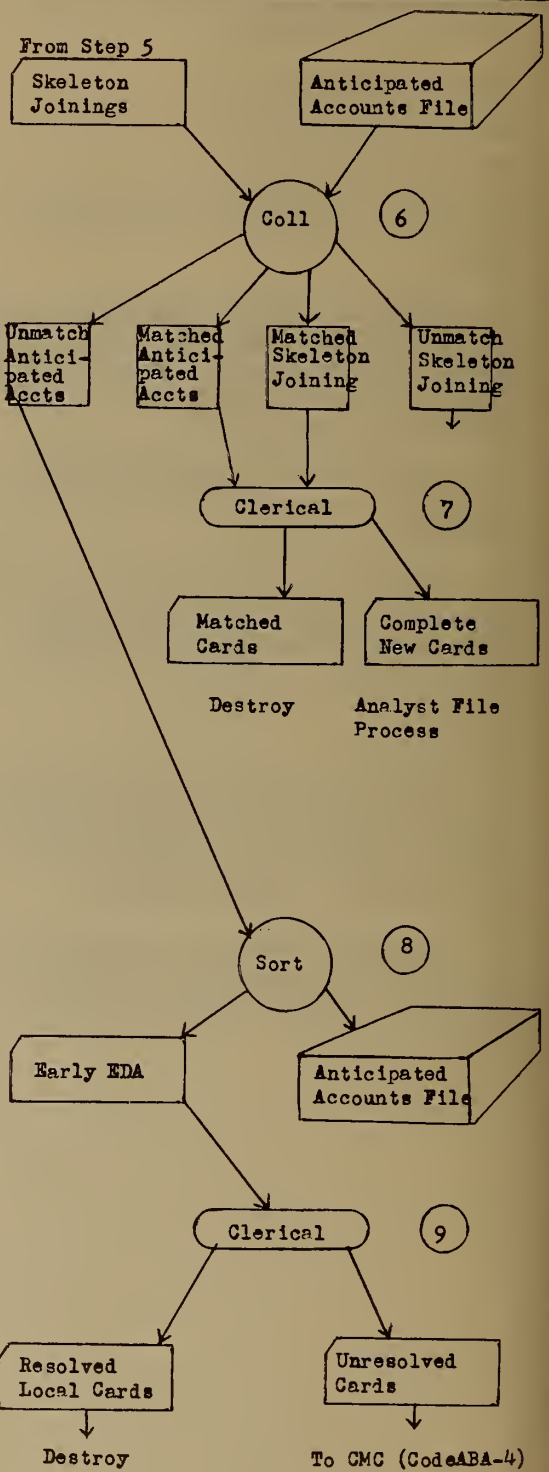
6. The skeleton joinings are matched against the Anticipated Accounts File. The matched skeletons and the matched Anticipated Accounts Cards are forwarded to step 7. The unmatched skeletons are destroyed. The unmatched Anticipated Accounts Cards are returned to the Anticipated Accounts File.

7. Matched Anticipated Accounts Cards and Matched Skeleton Joinings from step 6. Analyst will see that a complete card is entered into the Personnel Accounting System. If the individual has been transferred, a complete card will be forwarded to the joining DPI.

MONTHLY

8. The Anticipated Accounts File is sorted to remove early date Estimated Date of Arrival cards, e.g., during the January check, cards with EDA of November or earlier are considered to be early date EDA cards. Early date EDA cards to step 9. Later date EDA cards are returned to file.

9. The cards with an early EDA are resolved against the local files. Unresolved cards are forwarded to CMC (Code ABA-4)



1. Personnel Job Procedure Number 1228.

2. Report Title - LISTING OF PERSONNEL OF HEADQUARTERS BATTALION, HQMC, BY SPECIAL DUTY ASSIGNMENT CODE (Report Symbol HQMC 1085-01)

3. GENERAL - The purpose of this report is to make possible the identification of the duty assignments of officer and enlisted personnel of Headquarters Battalion, HQMC.

This identification is made possible by the use of a Special Duty Assignment code which has been designed expressly for the preparation of this report. Reporting units concerned (see paragraph 4. a below) indicate in the unit diary entry remark a Special Duty Assignment Code in the case of joinings or change of Special Duty Assignment. This code is key punched in the civilian occupational field of the accounting card.

The definition of Special Duty Assignment codes is contained in the Personnel Accounting Supplement (to the PRAM) for HqBn, HQMC. Distribution of this supplement is restricted to DPI 7 and the users of this report.

4. Coverage:

a. The report will be prepared on reporting units 54005, 54008, 54009, 54010, 54013, 54014 and 54015.

b. The report will cover all officer and enlisted personnel carried on the rolls of the reporting units listed in paragraph 4. a above. Persons enroute between elements of the command are to be included.

c. The report is to be prepared in two sections: Chargeable Personnel and Non-Chargeable Personnel.

5. Listing Arrangement (Sequence):

a. The sequence of this report is by Special Duty Assignment Code, within Special Duty Assignment code, alphabetic by name.

b. Listing format will be Name, Service Number, Rank Code, Primary MOS, Dependents Code, Strength Category, Special Duty Assignment Code, and Reporting Unit Code. Listing will be double spaced. See sample listing.

c. Totals - Each section of the report will have the following totals:

(1) Minor total on 1st 2 digits of Special Duty Assignment Code.

(2) Intermediate total on 1st digit of Special Duty Assignment Code with page ejection.

(3) Major total for each group.

Each of the above totals will spread overall total, a total of officers and a total of enlisted.

6. Number of Report Copies Required by HQMC:

a. Original and two (2) copies to CMC (Code DGB).

7. Control Date:

a. The report will be prepared as of the last day of the calendar month.

b. The report is due at Headquarters, U. S. Marine Corps on the 15th day of the month following the month for which it is prepared, e.g., 31 January report is due 15 February.

8. Card Submission:

a. None.

Report or Process Title

Listing of Personnel of Headquarters Battalion, HQMC, By Special Duty Assignment Code (HQMC-1085-01)

Job Procedure No. 1228

STEP AND OPERATION DESCRIPTION

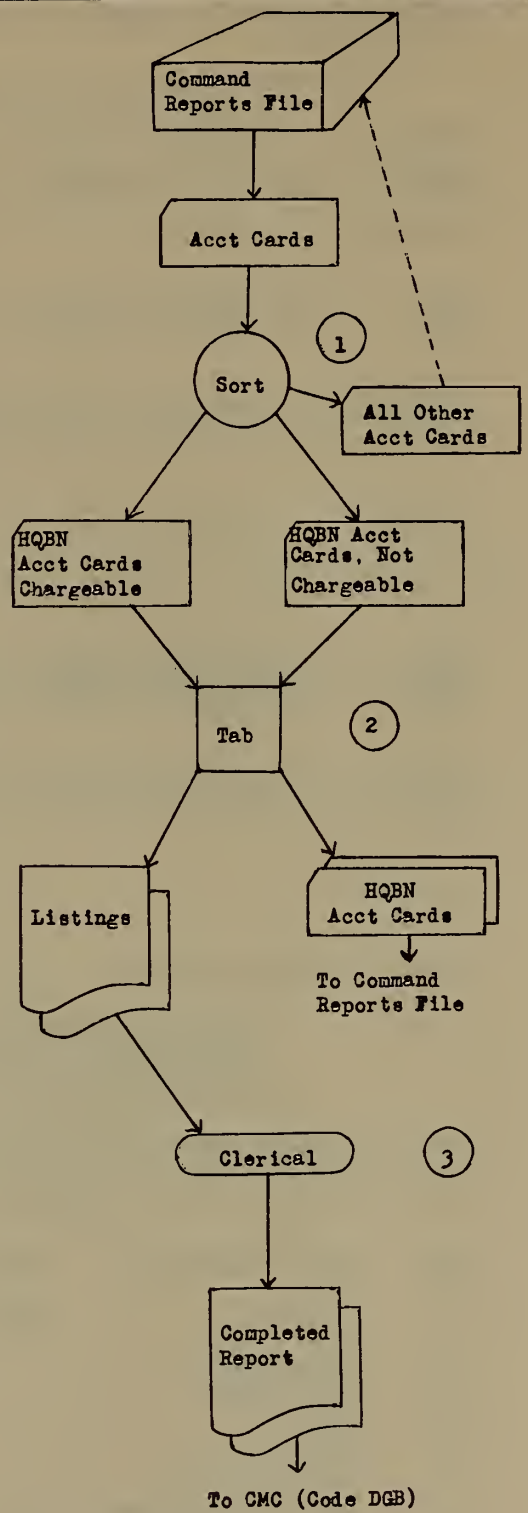
1. HqBn reporting units 54005, 54008, 54009, 54010, 54013, 54014 and 54015 (include enroutes between these units) are selected from the command reports file and sorted alphabetically on name, and then by first two digits of Special Duty Assignment code.

Cards are then zone sorted on strength category, suppressing zeroes (Ø). Label rejects "Chargeables". Label cards with zone punch "Not Chargeables". Both groups to step 2.

2. Two groups of cards from step 1. List each group separately (double spaced) with minor, intermediate and major totals and page ejection as shown. See sample listing and "Listing Arrangement".

Listings to step 3. Cards are returned to command reports file.

3. Listings from step 2. Prepare title sheets, carbon strip, burst and assemble the report.



LISTING OF PERSONNEL OF HEADQUARTERS BATTALION, HEADQUARTERS MARINE CORPS BY SPECIAL DUTY ASSIGNMENT CODE

1	23	4	5	6	7	8	9	10
BESTWICK	W	245876	E9	0399	1		A	54008
SHAW	SR	04994	07	9903	3		A	54009
VANCUREN	F	751322	E7	0141			A	54009
3 1 2								
BAIN	HJ	042365	04	0302	4		A1C	54009
RHODES	ID	315863	E7	0141	4		A1	54008
2 1 1								
WILSON	W	052493	03	0130	3		AZD	54009
1 1								
6 3 3								
BURGOYNE	W	08277	05	0302	2		BFB	54009
1 1								
1 1								
NEFF	LR	853771	E4	2531	1		IE9	54015
NORVAL	MR	1580764	E3	2311		4	IE9	54015
TAXIS	SG	04656	06	9906	3		IE9	54015
3 1 2								
WILLIAMS	B	709151	E2	0141			IV4	54010
1 1								
4 1 3								
11 5 6								

Prepare title page as follows:

Listing of Chargeable Personnel of Headquarters Battalion,
Headquarters, Marine Corps less units 54011 and 54012
By Special Duty Assignment Code
As of (enter date)

Prepare second title page same as above except insert "Not-Chargeable" in lieu of "Chargeable".

Place title pages in front of appropriate sections and assemble as one report.

COLUMN	ITEM OF INFORMATION	TOTALS
1	Last Name	Total - Officers - Enlisted
2	First Initial	
3	Second Initial	
4	Service Number	
5	Rank Code	
6	Primary MOS	
7	Dependents Code	
8	Strength Category	
9	Special Duty Assignment Code	
10	Reporting Unit Code	

1. Personnel Job Procedure Number 1229

2. Report Title - ALPHABETIC LISTING OF PERSONNEL OF HEADQUARTERS BATTALION, HQMC (Reports Symbol HQMC-1085-02)

3. GENERAL - This report is an alphabetic listing of personnel of Headquarters Battalion, HQMC. It is intended primarily as an instrument to establish location of military personnel on the rolls of the reporting units concerned.

4. Coverage:

a. The report will be prepared on reporting units 54005, 54008, 54009, 54010, 54011, 54012, 54013, 54014 and 54015.

b. The report will cover all officer and enlisted personnel carried on the rolls of the reporting units listed in paragraph 4.a above. Persons enroute between elements of the command are to be included.

5. Listing Arrangement (Sequence):

a. The sequence of this report is alphabetic by name, with minor control on first column of name.

b. Listing format will be Name, Service Number, Rank Code, Primary MOS, Component/Class/Reserve Status, Special Duty Assignment Code and Reporting Unit Code. Listing will be double spaced. See sample listing.

NOTE: Special Duty Assignment codes do not apply to reporting units 54011 and 54012. This column is left blank when listing accounting cards of persons on the rolls of these units.

c. Totals are not required.

6. Number of Report Copies Required by HQMC:

a. Original and five (5) copies to CMC (Code DGB).

7. Control Date:

a. The report will be prepared as of the last day of the calendar month.

b. The report is due at Headquarters Marine Corps on the 20th of the month following the month for which it is prepared, e.g., 31 January report is due 20 February.

8. Card Submission:

a. None.

Report or Process Title

Alphabetic Listing of Personnel of HqBn HQMC
(HQMC-1085-02)

Job Procedure No. 1229

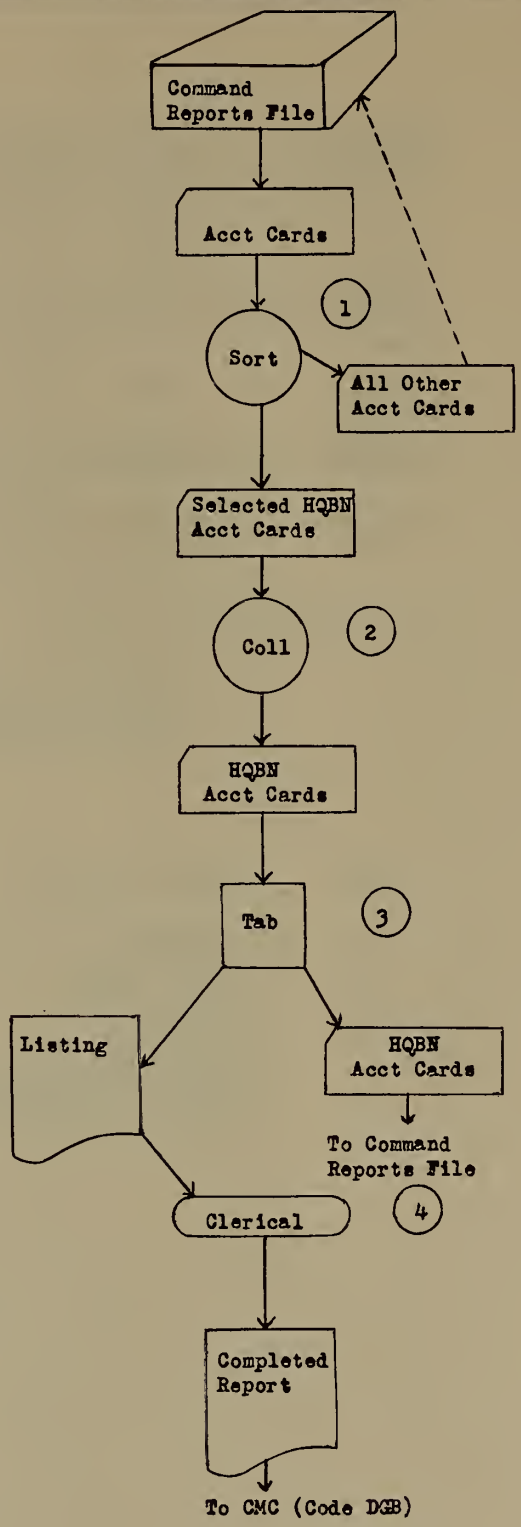
STEP AND OPERATION DESCRIPTION

1. HqBn reporting units 54005, 54008, 54009, 54010, 54011, 54012, 54013, 54014 and 54015 (include enroutes between these units) are selected from the command reports file and sorted alphabetically on name. Cards to step 2.

2. Cards from step 1 are sequence checked alphabetically on name. Cards to step 3.

3. Cards from step 2 are listed (double spaced) with minor control on first column of name to cause spacing between alphabetic divisions. Totals and page ejection are not required. Listing to step 4. Cards are returned to command reports file. See sample listing.

4. Listing from step 3. Prepare title sheet, carbon strip, burst and assemble the report.



ALPHABETIC LISTING OF PERSONNEL OF HEADQUARTERS BATTALION, HEADQUARTERS MARINE CORPS

1	23	4	5	6	7	8	9
BAIN	HJ	042365	04	0302	1	A1C	54009
BESTWICK	W	245876	E9	0399	1	A	54008
BURGOYNE	W	08277	05	0302	1	BFB	54009
NEFF	LR	853771	E4	2531	C	IE9	54015
NORVAL	MH	1580764	EC	2311	A	IE9	54015
RHODES	ID	315863	E7	0141	1	A1	54008
SHAW	SR	04994	07	9903	1	A	54009
TAXIS	SG	04656	06	9906	1	IE9	54015
VANCUREN	F	751322	E7	0141	A	A	54009
VANZANT	ER	353227	E7	0171	1		54011
WILLIAMS	B	709151	E2	0141	1	IV4	54010
WILSON	W	052493	03	0130	1		54012

Prepare title page as follows:

Alphabetic Listing of Headquarters Battalion
Headquarters Marine Corps
As of (enter date)

COLUMN	ITEM OF INFORMATION
1	Last Name
2	First Initial
3	Second Initial
4	Service Number
5	Rank Code
6	Primary MOS
7	Component/Class/Reserve Status
8	Special Duty Assignment Code
9	Reporting Unit Code

1. Personnel Job Procedure Number 1999.

2. Report Title - ANALYST PROCESSING, ACTIVE DUTY USMC, CLERICAL

3. GENERAL - The purpose of this procedure is to provide a means of identifying analyst productive time in utilization procedures of the Data Processing Installation. In order to accomplish this objective, all analyst productive time will be recorded under this job procedure number.

Chapter 3, PATM, "Personnel Data Analyst Instructions", is the primary reference to be used in the training of analysts, guidance of supervisory personnel in the analyst function and the accomplishment of the analyst mission.

4. Coverage:

a. All productive actions in the analyst function will be recorded under this procedure number.

5. Listing Arrangement (Sequence):

a. Control listings are a direct by-product of this procedure and are covered under Job Procedure Number 1201.

6. Number of Report Copies Required by HQMC:

a. None.

7. Control Date:

a. Daily.

8. Card Submission:

a. Insertion of tabulating cards of all types into the Personnel Accounting System are initiated through this procedure.

MARINE CORPS HISTORICAL LIBRARY

Personnel accounting technical manual.
14653

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